

UNIVERSITY of **HOUSTON**

COLLEGE of NATURAL SCIENCES & MATHEMATICS

Procedures for Submission of Theses and Dissertations

and

Formatting your Thesis or Dissertation for Submission

Before you start writing!!

- Download the two documents from the NSM web site

“Procedures for Submission of Theses and Dissertations”

REVISED AUGUST 2021

“Instructions for Formatting your Thesis or Dissertation for Submission to the College of Natural Sciences and Mathematics”

- **Read Them!!**

Administrative steps

At least one semester prior to graduating semester

Committee composition approved by NSM

Graduating semester

Register in correct course (XX99)

Apply for graduation

*Regular deadline: March 4, 2022
Late deadline: March 25, 2022*

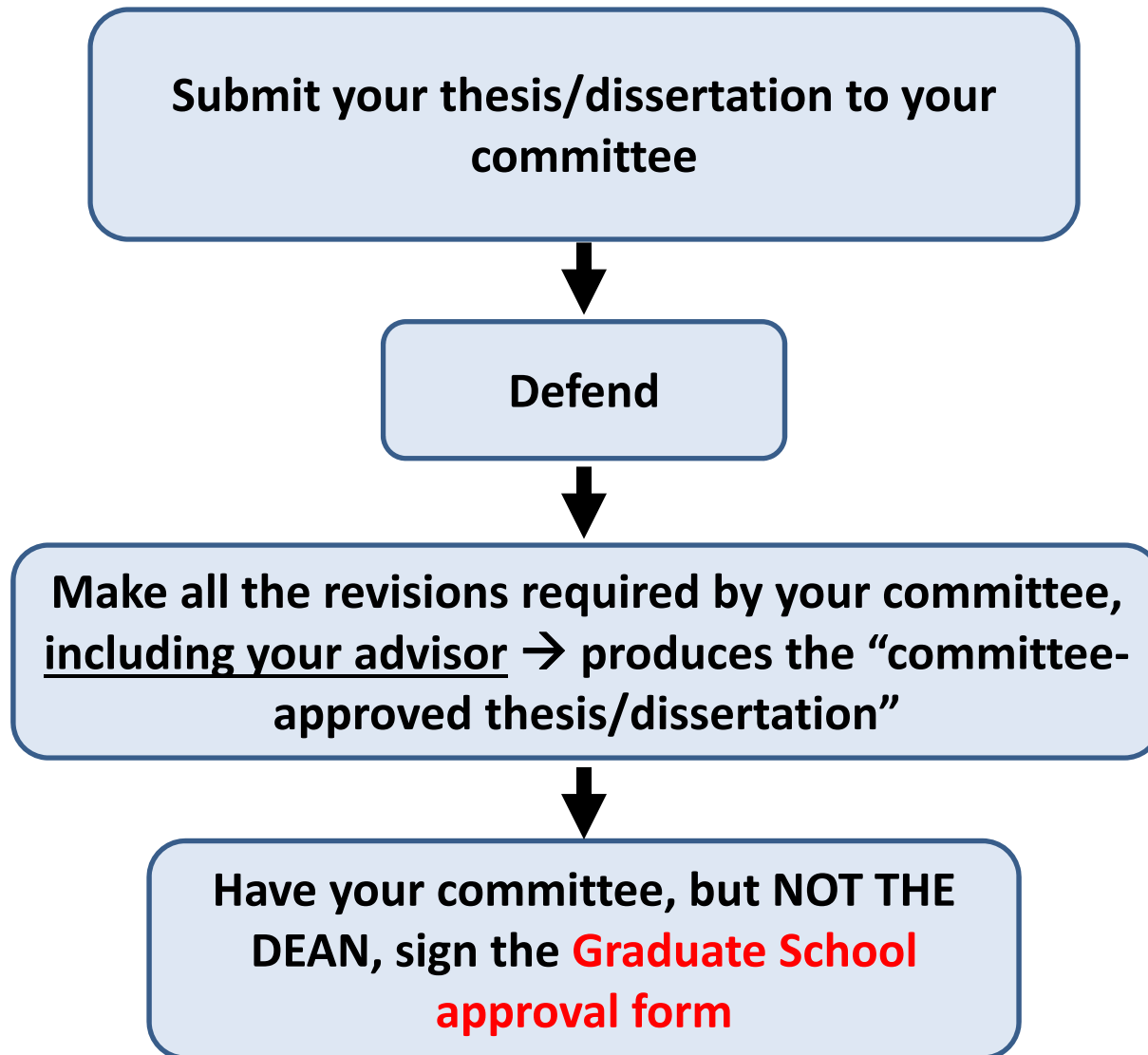
Resolve copyright issues

If you miss the late deadline to apply for graduation, your graduation is postponed to next semester

Copyright issues

- **You need to ensure you have permission to reproduce already-published material**
 - This may require a letter or contract from the publisher obtained ahead of time
 - Note that several publishers automatically allow the reuse of previously published material in a student's thesis/dissertation
- **See on the NSM web site:**
 - “Submitting Electronic Theses and Dissertations with Prepublished Content to Vireo”
 - “Publisher Policies on Pre-Published Content”

The submission and approval process: prior to NSM



WRITTEN THESIS and DISSERTATION APPROVAL
FORM for MASTERS & DOCTORAL GRADUATES



Student Name: _____
(Name must match UH student records)

Student Email: _____ UH Student ID: _____

Degree (check one):
 Doctoral
 Masters

Program: _____ Defense Date: _____

Anticipated Date of Graduation (Month/Year): _____

Thesis/Dissertation Title: _____

We, the undersigned committee members have read and examined this manuscript. We certify that it is adequate in scope and quality as a thesis/dissertation for this graduate degree and indicate our approval of the content of the document to be submitted to the college/department for processing and acceptance, OR we indicate our dissent below.

Approve	Disapprove		
<input type="checkbox"/>	<input type="checkbox"/>	Committee Chair: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Member: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Member: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Member: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Member: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Member: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Member: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Member: _____ <small>Print Name</small>	_____ <small>Signature</small>
<input type="checkbox"/>	<input type="checkbox"/>	Collegiate Dean or Associate Dean (as required by program) _____ <small>Print Name</small>	_____ <small>Signature</small>

The approval form

Needs to be signed by ALL committee members and your advisor **BEFORE** submission to NSM.

ALL SIGNATURES MUST BE ON THE SAME FORM (give yourself plenty of time to pass the form around to your committee)

Do not get the signature of the Dean or the Associate Dean.

The form will take electronic or digital signatures. **DO NOT SCAN THE FORM.**

Deadlines for submission to NSM

As of Fall 2021: submission will always be electronic

What and how to submit?

- ✓ **Committee-approved thesis/dissertation** with corrections required by advisor and committee: **uploaded** to Texas Digital Library (TDL)
- ✓ **Graduate School Approval Form with all signatures** (not the Dean): **emailed to Ms. Sharonda Glass** (sglass@central.uh.edu); your thesis/dissertation is not sent to the reader if this signed form is not received.

Deadlines: these deadlines are for your first submission (before reader)

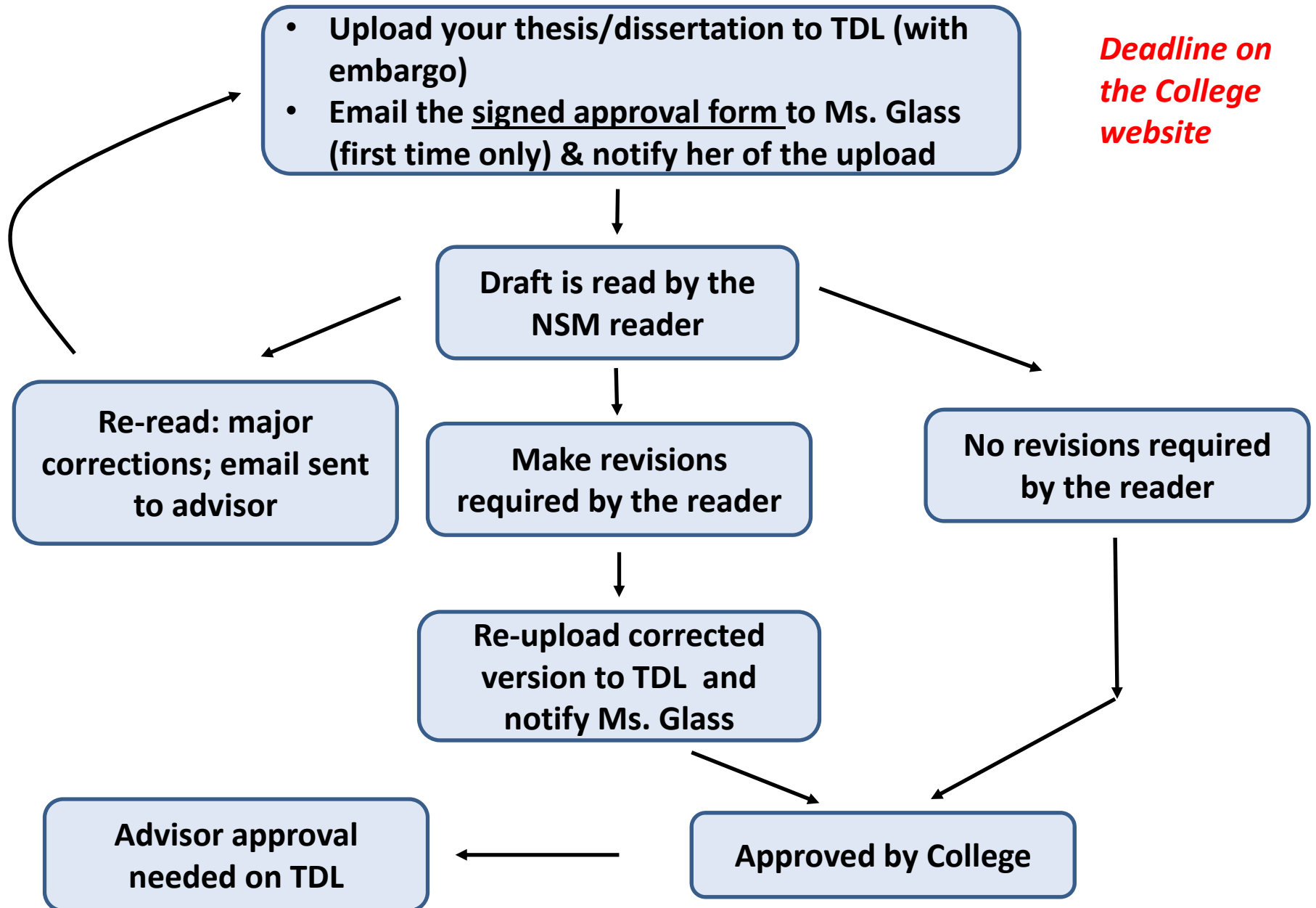
Spring 2022: Tuesday April 26 (noon)

Dan E. Wells Outstanding Dissertation Award applicant:

Tuesday April 19 (noon)

- ✓ apply for the award at the same time as submitting the dissertation to NSM (even if much earlier than deadline)
- ✓ email award application form + signed dissertation approval form to Ms. Glass
- ✓ email application package to your graduate chair

The submission and approval process: NSM steps



How to upload to TDL

- **Convert your manuscript to a single PDF file.**
- **Upload your manuscript to the Texas Digital Library (TDL) on Vireo.**

<https://uh-etd.tdl.org>

- **This step requires a current Cougarnet account and password.**
- **Set up an embargo (see below) on TDL**

Embargo

- Embargoed work is not made public on the Texas Digital Library; the only choice is for 2 years, but extensions can be requested later.
- Embargos are important to take into consideration if you are planning to publish your work in a scientific journal or to apply for a patent.
- Some scientific journals might decline publication of your work if it has already been made public on TDL.
- **IMPORTANT NOTE:** even if you choose the embargo, the title, author, year and **abstract** are released publically immediately. Make sure to take this in consideration when you write your abstract. A “full record hold” can be requested but it requires approval from the graduate school.
- NSM policy is to automatically apply a 2-year embargo, unless a request for immediate public access is made by your committee chair.
- The university now requires submission to ProQuest; you will need to accept the license agreement and choose the same embargo as for the TDL

After uploading your document

- Email Ms. Glass (sglass@central.uh.edu) to notify her that you have uploaded your thesis/dissertation
- In the same email: attach the signed approval form
- After the thesis/dissertation is read, Ms. Glass will notify you of the reader's comments and give you a deadline by which you need to have made corrections
- Once the corrections are made, rename the new version with the words "REVISED" and re-upload it to TDL (make sure to first remove the previously uploaded version) and notify Ms. Glass.
- The two versions will be compared so that all corrections are made satisfactorily.

Bound copies

- **None of the NSM departments requires bound copies**
- **If you want bound copies for yourself or your advisor, you can do this on your own time and with any company you select (University Copy Center, Kinkos, etc.)**

Front matter

What is the “Front matter”?

1. Title Page
2. *Copyright Page – Optional.*
3. *Dedication or Epigraph Page – Optional.*
4. *Acknowledgements – Optional.*
5. Abstract
6. Table of Contents
7. List of Tables (if applicable)
8. List of Figures (if applicable)

Follow the template required by the Graduate School*

(see NSM website for WORD and LaTeX templates)

*Use the word “Bibliography” and not “References” in the Table of Contents

- It is preferable to have a single bibliography at the end of the thesis/dissertation
- The Graduate School will allow a bibliography at the end of each chapter; in this case make sure a bibliography is listed for each chapter in the TOC

(Replace text in "< >" with your text; remove all blue text before finalizing)

<Title of Work, Centered, Capitalize Each Word>

by
<First Name Middle Name Last Name>

A <thesis/dissertation> submitted to the <Department>,
<College>
in partial fulfillment of the requirements for the degree of

<Degree >

(MASTER OF ARTS, MASTER OF SCIENCE, DOCTOR OF PHILOSOPHY, DOCTOR OF EDUCATION, etc.)

in <Major>

Chair of Committee: <Name>

Co-Chair of Committee: <Name> *(Optional)*

Committee Member: <Name>

Committee Member: <Name>

Committee Member: <Name>

Committee Member: <Name>

University of Houston
Month Year

The title page

Title: capitalize each word,
including articles and prepositions.

Make sure you know your major!

Biology: there is no major in Cell & Molecular Biology or Ecology and Evolution → major is Biology

EAS: there are 3 possible majors
(Atmospheric Sciences, Geology, Geophysics)

Only 3 months possible:

Fall semester: December

Spring semester: May

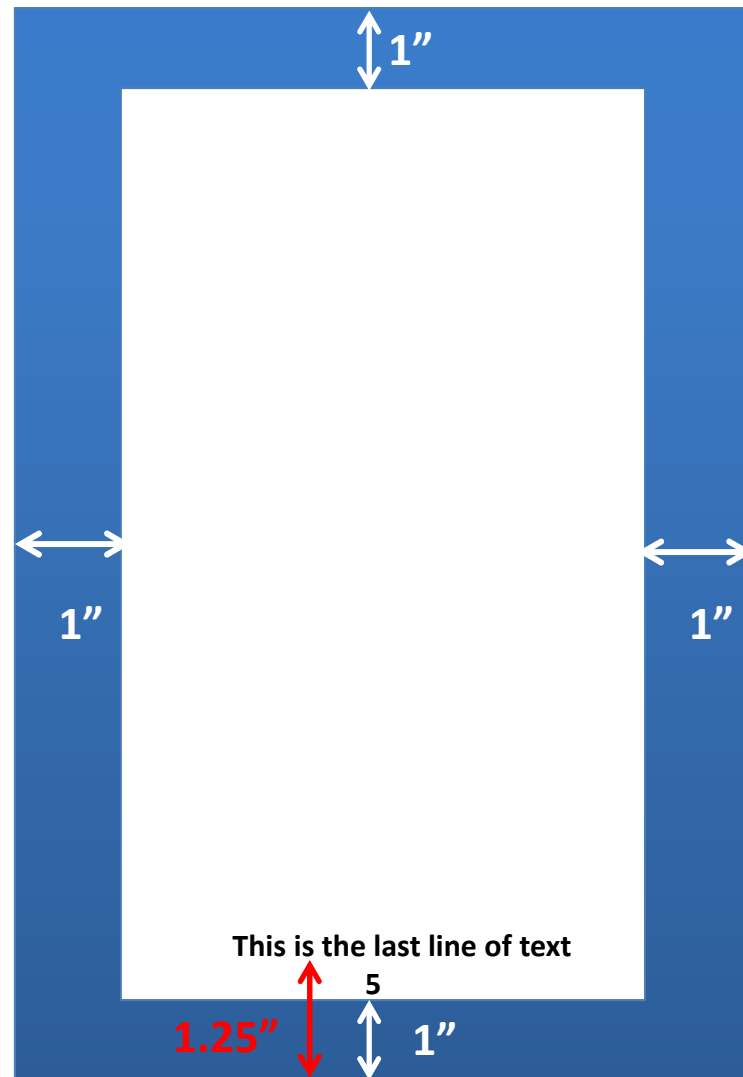
Summer semester: August

What the Readers are looking for:

- **Following all the NSM & Graduate School rules**
- **Consistency of style and format**
- **Proper use of standard English**
- **Proper labeling of all diagrams**
- **Legibility of all diagrams and tables**
- **Consistent format in references and bibliography**

Margins

Print a page and
check with a ruler



Formatting

Front matter:

Use the template required by the Graduate School

Fonts:

≥10 pt

Arial

Courier New

Palatino Linotype

≥11pt

Times New Roman

Computer Modern family

Page order, line spacing:

See manual for specific instructions

The Abstract

350 word limit

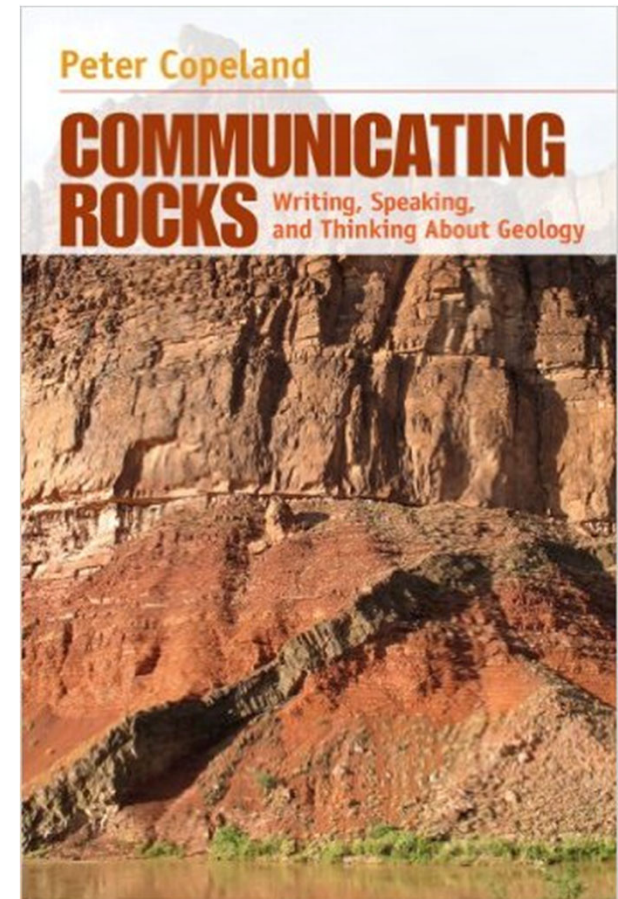
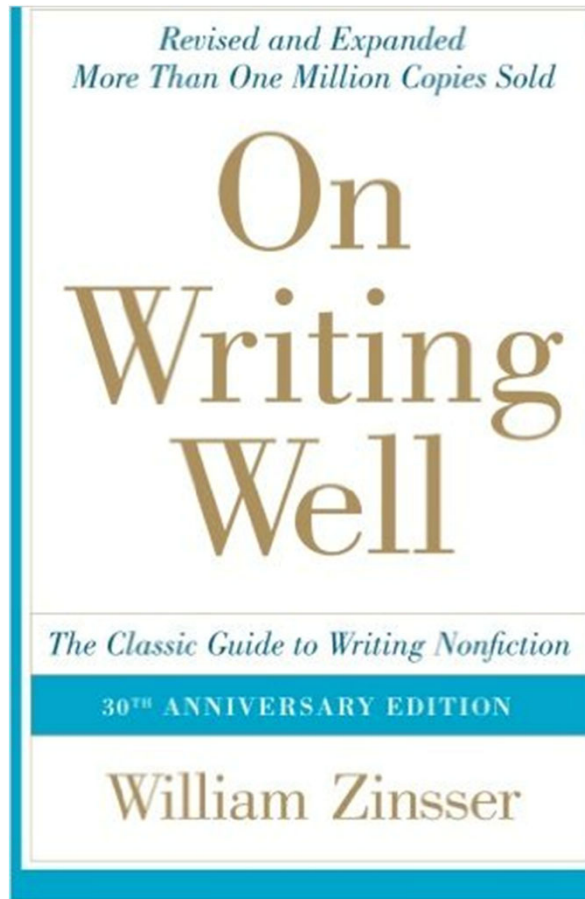
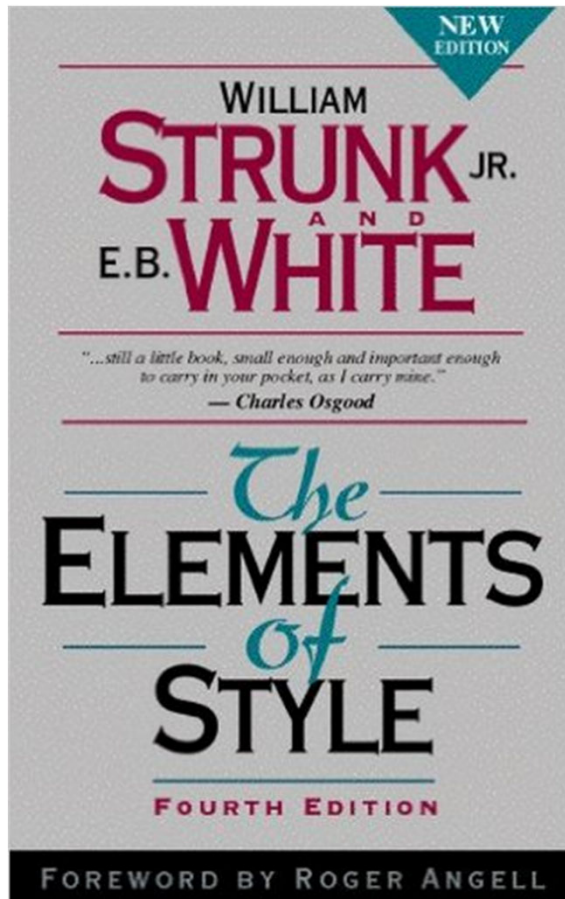
**A short version of the longer document
telling the reader the most important
points: *the interpretation, the data.***

***Ask yourself: Will an expert in my field
learn what she wants to know from
my abstract?***

Standard English

- **Spelling**
- **Punctuation**
- **Readability**
- **Noun-Verb agreement**
- **Proper use of tense**
- **Proper use of compound adjectives**
- **Run-on sentences**

Some good resources



and many more.....

Spelling

**Spel ur werds rite. Yous a
dixionary if yew nied too.**

Spelling

- **Make sure all flagged words are looked at**
- **Make sure new words entered into the dictionary are spelled correctly**
- **Use on-line dictionaries if possible**

Commas

- **Oxford commas:**
planes, trains, and automobiles.
 - Preferred, but may not be used; choose a style and remain consistent!
- **For other comma rules see**
<https://owl.english.purdue.edu/owl/owlprint/607/>
- **Clauses:** Too many clauses make reading difficult. Either remove or put the dependent clause last.

Compound adjectives require hyphens.

Blue-green algae

Rare-earth element

Rare-earth-element diagram

Finite-element model

Ion-exchange chromatography

However, some journals do not use hyphens for technical adjectives. If you omit hyphens please submit a list of adjectives you wish not to hyphen.

Adjectives with adverbs do not require hyphens

richly embroidered tapestry

fully employed citizens

equally productive means

Capitalization

- Proper nouns are capitalized; most others are not
- Chemical elements are not (*lead*, not *Lead*)
- Compass directions are not but their abbreviations are (*north*, *N*)
- *North* Carolina but *northern* Texas
- Planets are (*Earth*)

Subject - verb agreement

- He is
- They were
- If the subject is singular the verb is singular
- The word “data” may be used as singular or plural, but remain consistent

Tense

Use past tense to describe all experimental results.

Be consistent in the use of tense.

Voice

The main dissertation can be either passive or first person (I or we).

However, if you use first person, be consistent.

Avoid passive voice when using verbs such as *conclude* and *interpret*.

Readability

Making the text flow and easy to read is a skill.

Ex. ~~Experiments were done to show this.~~

That does not add to the writing. These are extra words.

Put spaces between numbers and units

- 37 °C
- 250 m
- 50 m/s or 50 m·s⁻¹ (either way but be consistent).

English as a second language

Who to ask for help with writing:

- 1) your advisor**
- 2) your committee members**
- 3) native speaking students who write well**
- 4) the UH writing center**

<http://www.uh.edu/writingcenter/student-services/uh-writing-center-graduate-writing-consultations.html>

Have several people read your manuscript for typos, grammar and punctuation.

**What if your manuscript comes
back like this?**

1.1 Background and Motivation

1 The Gulf of Mexico is ^a 2 vital and an indispensable oil and gas province of the United States ~~oil and gas supply~~ 3. Exploration and production operations in deeper-⁴ water

1 or many?

northern Gulf of Mexico has produced new opportunities for petroleum production, but it is also confronted with new challenges as different reservoir problems are encountered.

5 A unique characteristics 6 common through much of the deepwater Gulf of Mexico is the presence of over-pressured reservoirs. "Sedimentation rate often exceeds the ability of sediments to drain in rapidly formed basins. As a result, pore fluid is over-pressured because ⁷ it supports overlying material and sediments are under-consolidated" (Flemings et al, 2001). The characteristic of

how can something be unique and common?

this doesn't make sense.

8 over-pressured and unconsolidated sediments leads to highly compacted reservoirs, which provide significant natural reservoir and drive energy in addition to fluid expansion and aquifer influx. Rock physics provides a link between the elastic

of what?

properties and reservoir properties such as porosity, water saturation and clay content. Rock physics analysis ^{is} 9 are used for well conditioning, reservoir evaluation, rock physics modelling, time-lapse analysis, and providing ¹⁰ ed -

11

Typical reservoirs within the Magnolia field are composed of fine-grain ¹¹ sand to silt size feldspathic quartzose sandstone with presence of clays and clay minerals.

Most often, reservoir sand are rarely deposited alone ¹² rather they occur alongside finer clay minerals which are often of varying mineralogy, morphology, and

but 13

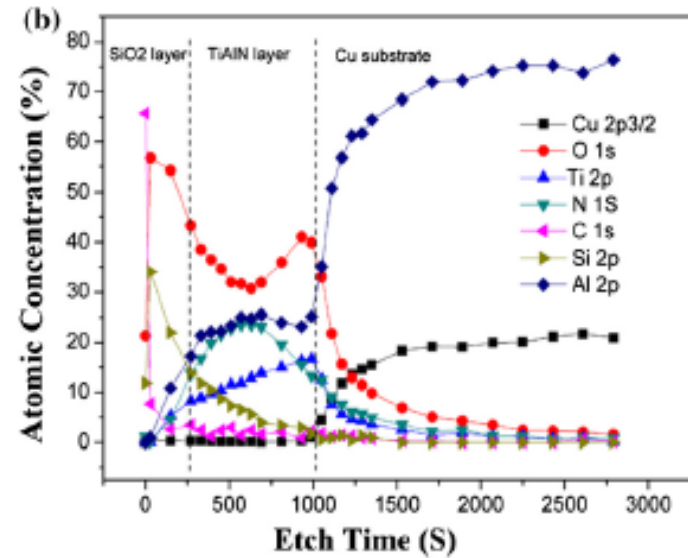
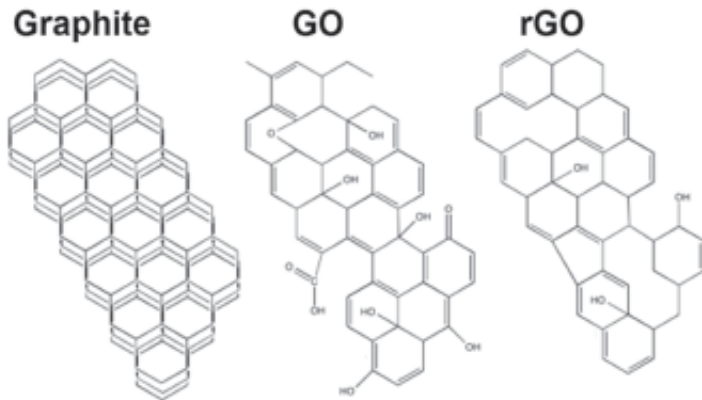
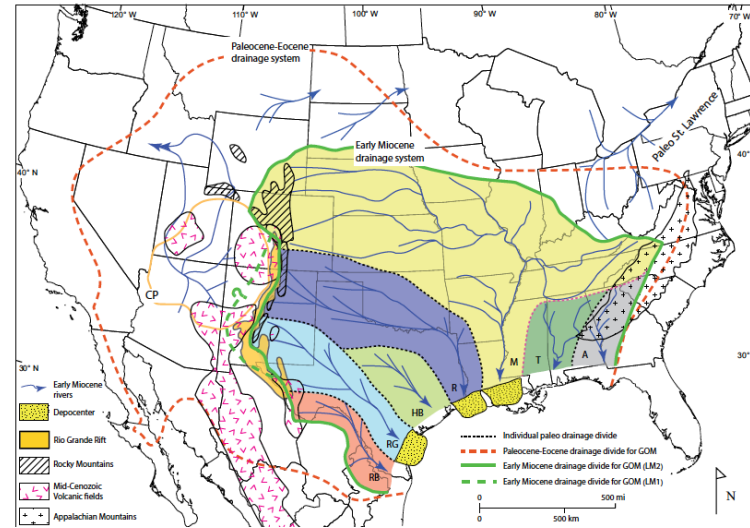
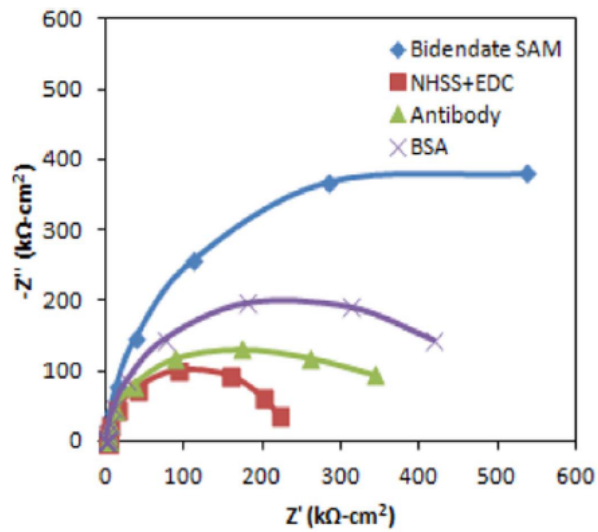
14

pick one / sand is sands are

Correct the entire manuscript. The college readers are not proofreaders!

Usually the college readers will correct a few pages to give a student an idea of what is incorrect

Figures



Figures

- **Figure numbering:**
 - 1 to the last number (straight numbering)
 - by chapter: use chapter.number
 - Figure 1.3 (Figure 3 in chapter 1)
 - Figure 4.2 (Figure 2 in chapter 4)
- **In the text, refer to figures using the full word (Figure 1), or abbreviated word (Fig. 1), but remain consistent once you have chosen a style**
- **Use the present tense when referring to figures or tables in the text.**

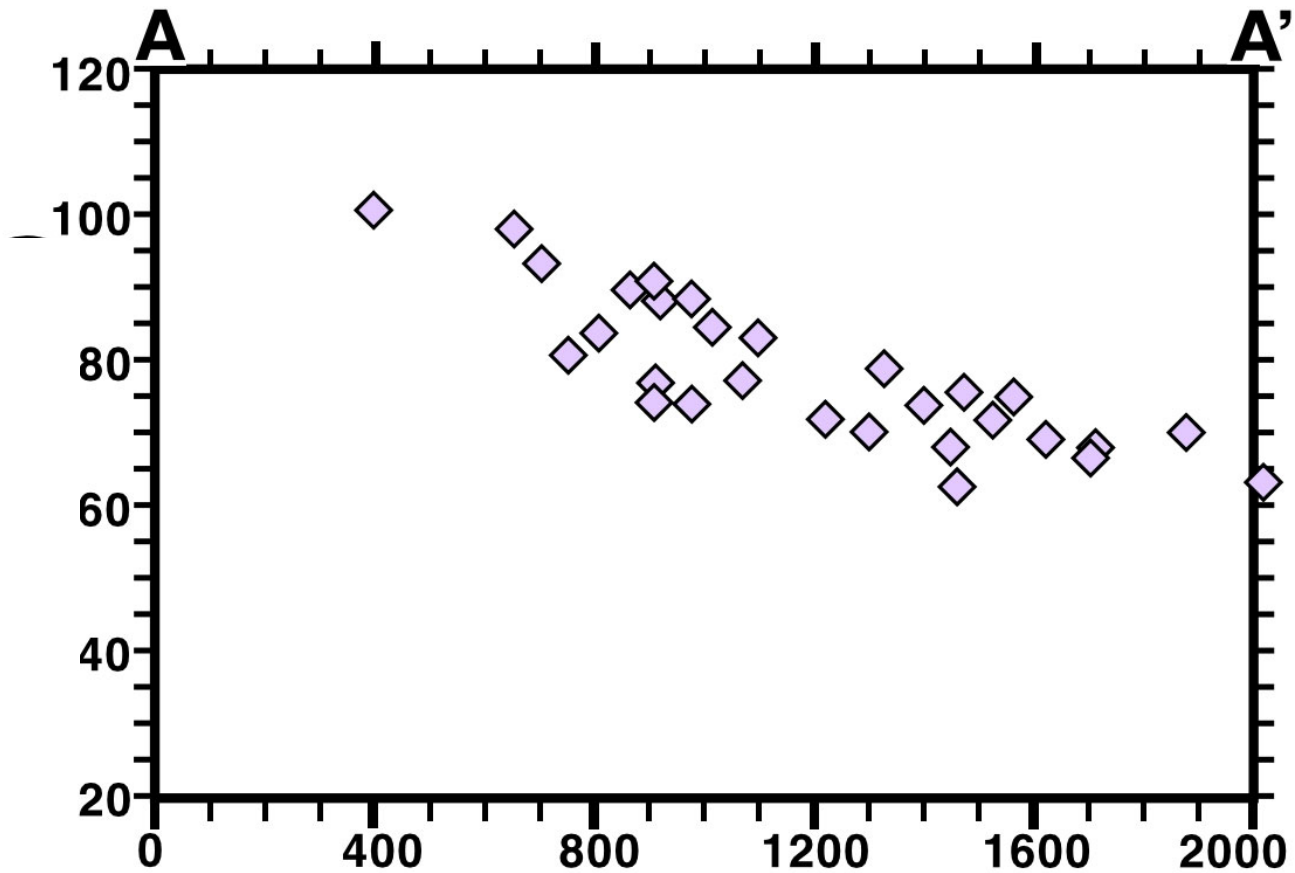
Figure legends

- **Figure legends should be a complete synopsis of the figure. *You should not rely on the text for interpretation.* This includes defining the data points, color scales, and data on the figure itself.**
- **All axes must be labelled and must have units.**
- **Labels must be large enough to be read. Labels < 1 mm will not be accepted.**

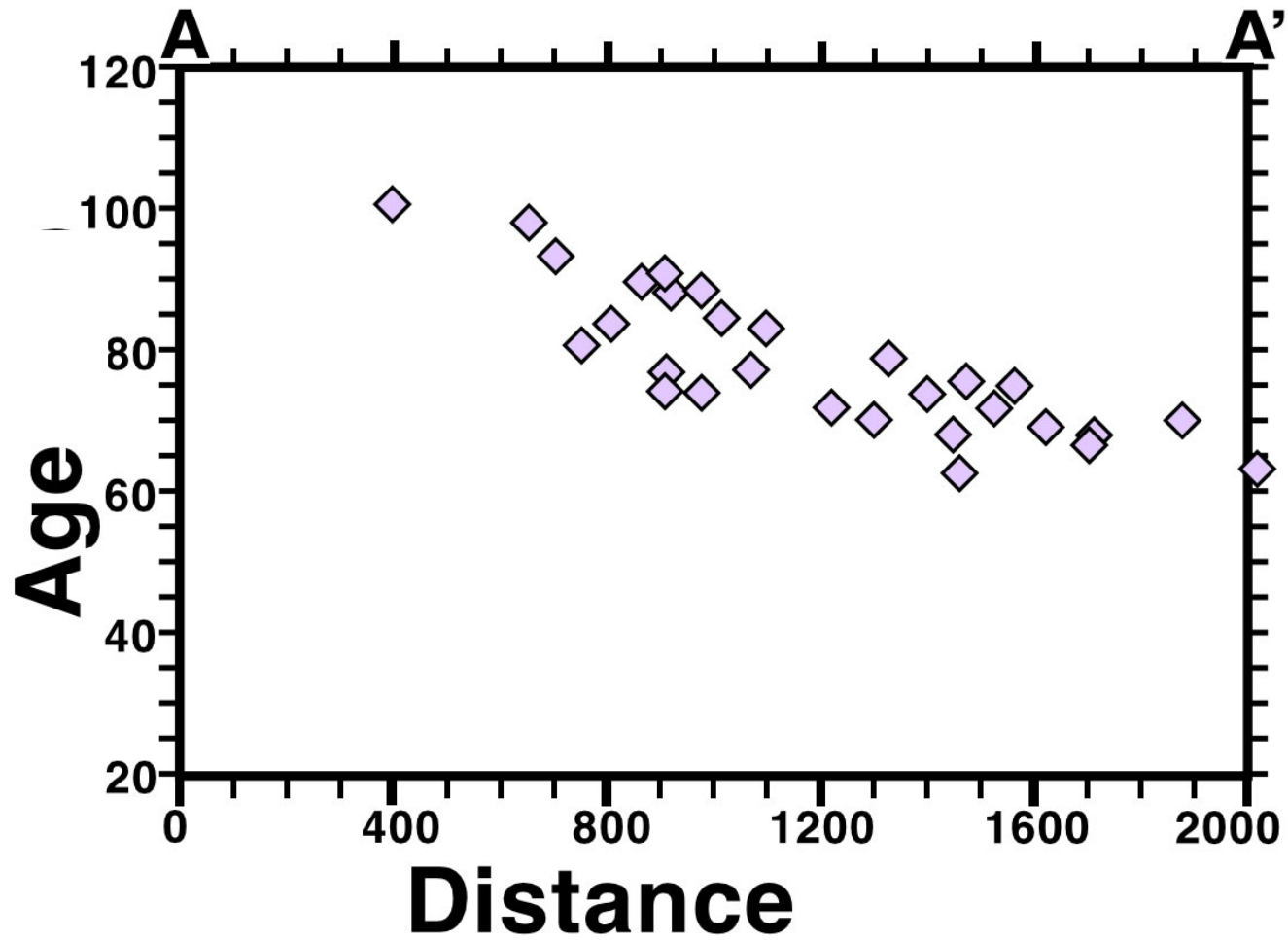
Figure layout

- Figure and legend must have the same orientation.
- Figure and legend can take up part of the page or the full page.
- Figure number, title, and legend must be *below* the figure
- Large figures can be on one page while the legend is on the *previous page*. The page numbering must be correct.
- Oversized, fold out maps and figures are permitted.

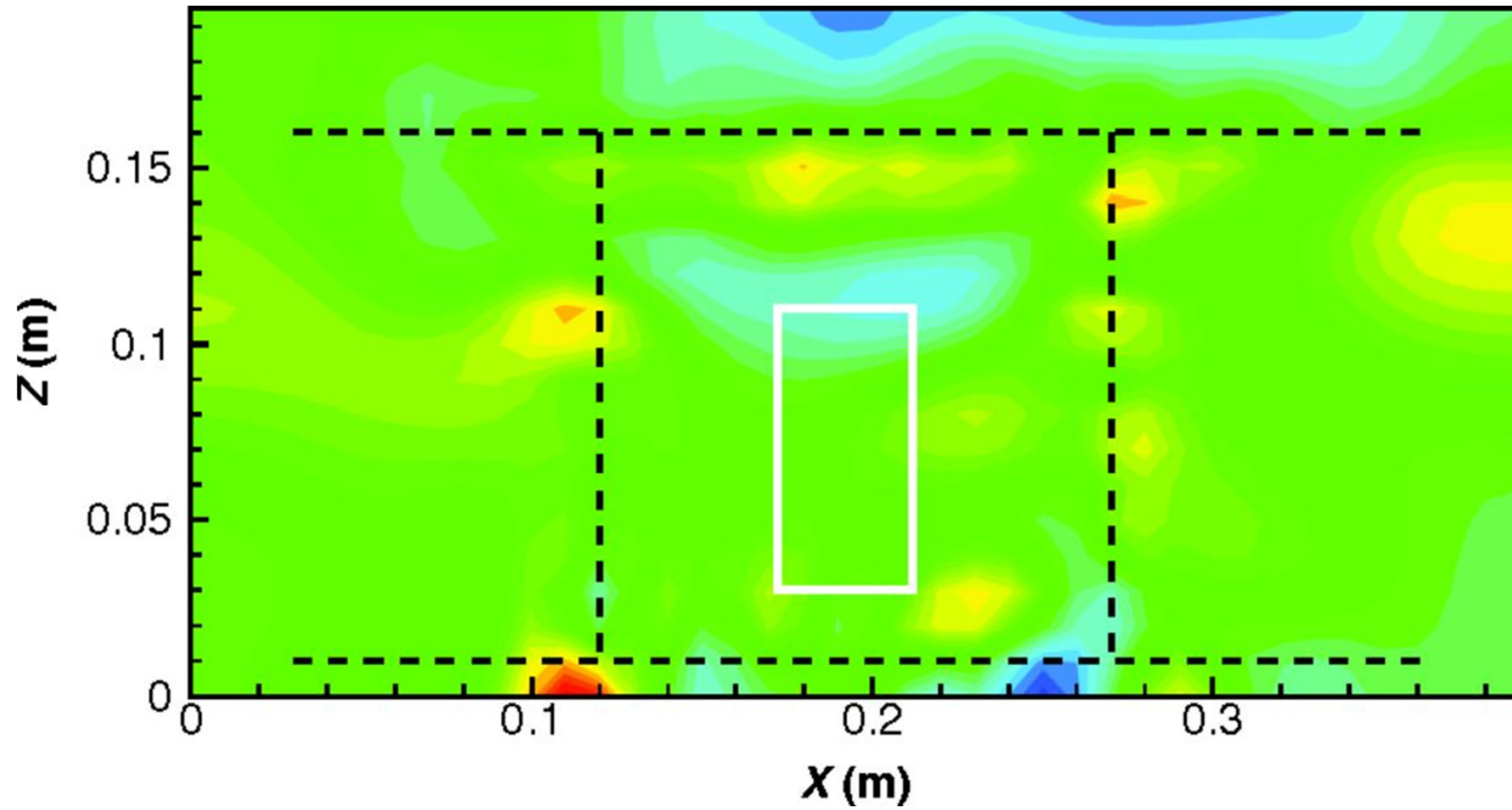
Label your diagrams !



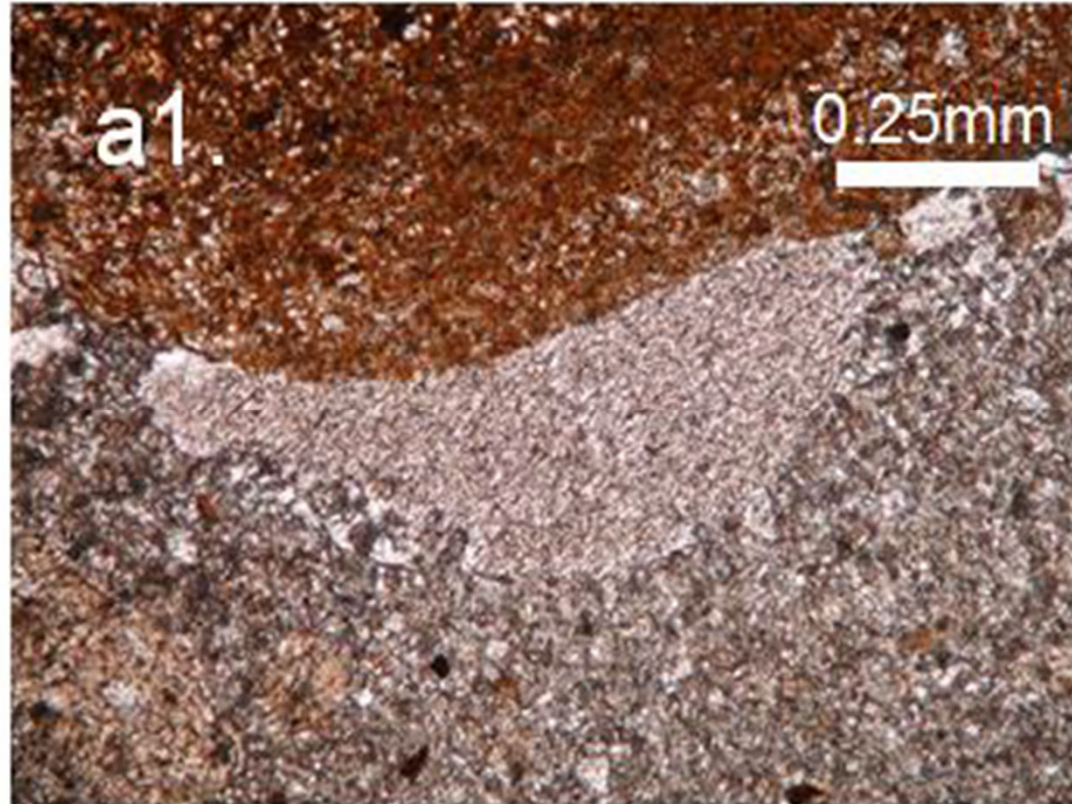
Label your diagrams !



Label your diagrams !

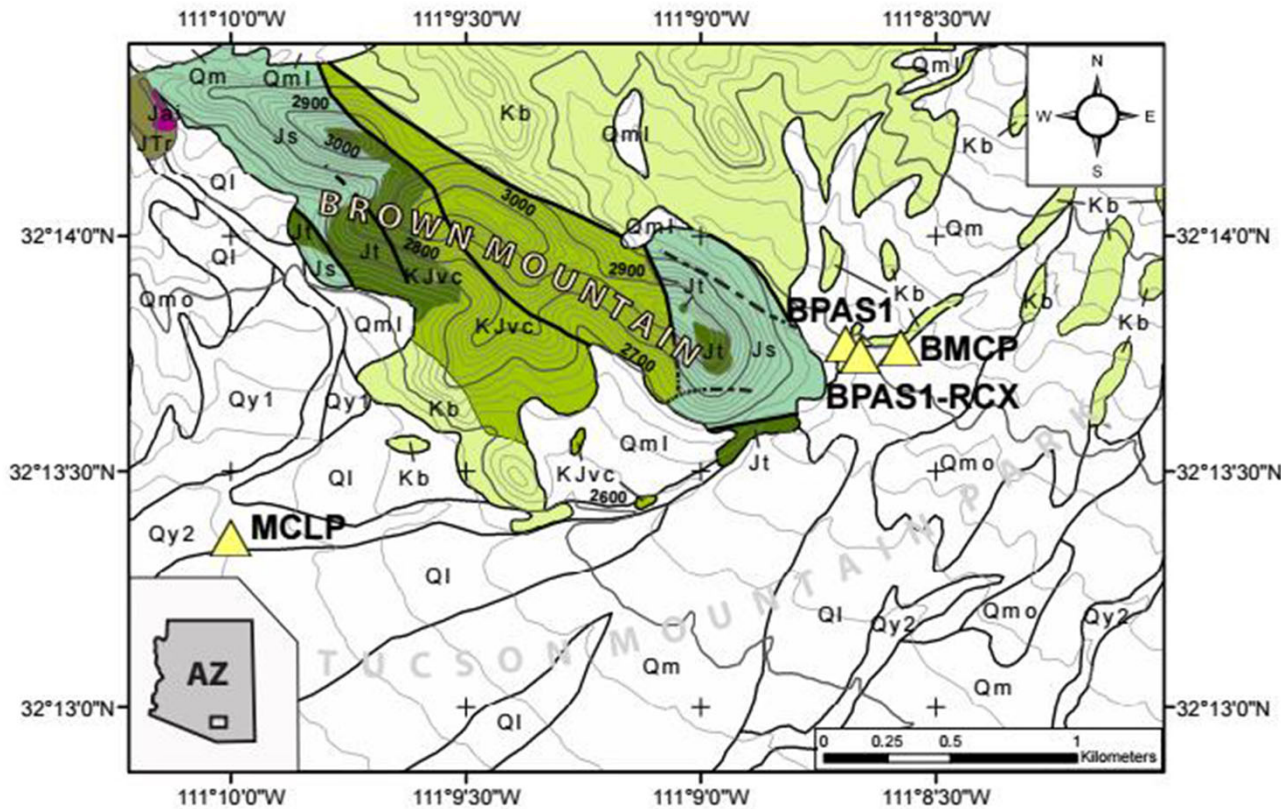


Scale bars on images



Telling us what objective lens was used on the microscope isn't good enough!

Maps



✓ Lat. –
Long.

✓ North
arrow

✓ Graphical
scale

Contour Interval = 20 ft

▲ Section location

— Fault

- - - Inferred fault

Rock units

Kb Amole Arkose

KJvc Volcanic conglomerate

Jai Andesite porphyry

Jt Rhyolite ash-flow tuff

Js Sandstone (Jurassic?)

JTr Recreation Red Beds

Surficial deposits

Qy2 Late Holocene alluvium (<2 ka)

Qy1 Holocene alluvium (0 to 10 ka)

Ql Late Pleistocene alluvium (10 to 130 ka)

Qm Middle Pleistocene alluvium

(130 ka to 500 ka)

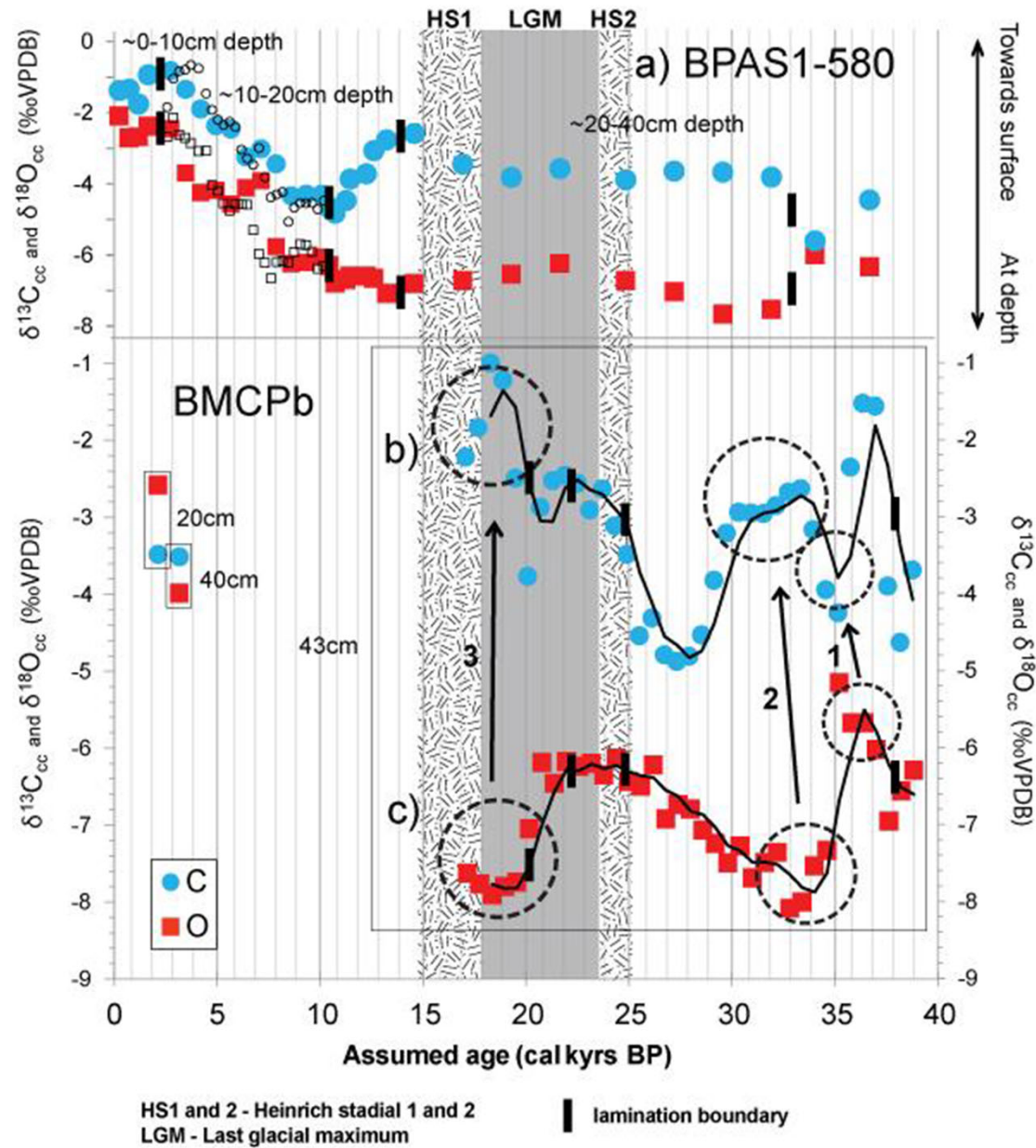
Qml undifferentiated middle and late

Pleistocene alluvium (10 ka to 500 ka)

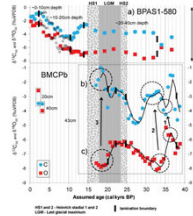
Qmo Middle to early Pleistocene alluvium

(500 ka to 2 Ma)

Complex, but readable



Legibility



The standard for deciding legibility is the printed page, *NOT* a zoomed-in view on a computer screen

Tables

Table 2.1. *Escherichia coli* strains and plasmids used in this study

Strain or plasmid	Relevant characteristics	Reference or source
Strains		
AR120 carrying p39-ASE	<i>rho</i> is expressed from the pL phage λ promoter under the control of the temperature-sensitive CI857 repressor; nalidixic acid-inducible	(71)
AW739	<i>hisG4 thr-1(Am) tonA31 tsx-78 ompF Δ(lac)</i>	(72)
JM109	<i>endA1 recA1 gyrA96 thi-1 hsdR17</i> (r _K ⁻ , m _K ⁺) <i>relA1 supE44 Δ(lac-proAB)</i> [F' <i>traD36 proAB lacI^qZAM15</i>]	Promega (Madison, WI)
MG1655	Wild-type K-12 strain	
MG1655 BCM ^r -108	MG1655 Rho-G337S; BCM-resistance transferred from the original W3350 strain	(63)
BW25113	F ⁻ , <i>Δ(araD-araB)567, ΔlacZ4787</i> (::rrnB-3), λ , <i>rph-1, Δ(rhaD-rhaB)568, hsdR514</i>	CGSC ^a
BW25113 BCM ^r -108	BW25113 Rho-G337S; BCM resistance	This study
JW0184-1	BW25113 <i>Δrof-785::kan</i> (Km ^r)	CGSC
JW0184-1 BCM ^r -108	JW0184-1 Rho-G337S; BCM resistance	This study
JW5437-1	BW25113 <i>ΔrpoS746::kan</i> (Km ^r)	CGSC
JW5437-1 BCM ^r -108	JW5437-1 Rho-G337S; BCM resistance	This study
JW2662-1	BW25113 <i>ΔluxS768::kan</i> (Km ^r)	CGSC
JW4130-1	BW25113 <i>Δhfg-722::kan</i> (Km ^r)	CGSC

^a CGSC, *E. coli* Genetic Stock Center (Yale University) (73).

- Number and title of the table *above* the table.
- Usually no period after title.
- Any additional information, like abbreviations, can go above or below the table.
- Can be single spaced
- Layout and boxes optional.
- Avoid tables on two pages, if possible
- Legibility issues apply
- If on separate pages use the title **Table # (cont.)**

References

- Choose a format from a journal that is used in your field (get the authors instructions on line and read them!!).
- If using a reference manager (RefMan, Endnote, Mendelay, etc.) make sure that each reference is copied in exactly the same way.
- Many times the title may be all caps or title case depending on the journal you are importing from.
- Make sure that you have the journal name, volume, year published, and pages for each reference.
- **Not doing this will lead to a re-read**

Any questions?