

Name: Scott Lakeram
Reviewer: Jay Brakefield
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Thesis and Dissertation Services Review

Please take the following actions:

- Review the checklist below for all changes which need to be made in order for your manuscript to be approved. **Checked items require your attention.**
- Feedback may be broad and generalized, pointing to patterns of problems within the document. While Thesis and Dissertation Services may point out a specific example to you, it will be your responsibility to review and correct the entirety of the document to address all instances of any indicated problems.
- Consult Thesis and Dissertation Services online resources at <http://thesis.tamu.edu> - [Thesis Manual](#), [Online Pre-submittal Conference Tutorial](#), Thesis and Dissertation Services instructional handouts - or contact us directly at (979)845-3631 if you need additional guidance.
- Make the necessary changes to your document, re-convert to PDF, and replace the ETD file in the [Electronic Submittal System, Vireo](#).

Preliminary Pages

- Title Page.** See Thesis & Dissertation Manual pages 23-24 for instructions and a sample page.
 - The title page now combines information previously found on the title, copyright, and approval pages. See the Thesis & Dissertation Manual for format and content requirements.
 - Delete Approved by from above the committee list.
 - Change Office of Graduate Studies to Office of Graduate and Professional Studies in the submittal statement.
 - Remove Dr./Prof. from all members' names.
 - Your name must match University records exactly.

Delete page number.

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- Table of Contents.** See Thesis & Dissertation Manual pages 33-35.
- Chapter/Section titles and subheadings must have the exact same wording both in the text and in the Table of Contents.
- Double space or use same spacing as text above and below all major headings.
- Single space all subheadings.
- Major headings must be in all capital letters.
- Use consistent capitalization for each level of subheading, either title or sentence case.
- Text should not extend into the page number column.
- Roman numeral page numbers in the page number column must be lowercase.
- Add the column heading "Page" one double space above the page number column on the first page of the Table of Contents.
- You cannot have a line of only leader dots.

Listing should be Contributors and Funding Sources.
Make spelling of ACKNOWLEDGMENTS consistent with major heading.

Text

112 Jack K. Williams Administration Bldg.	rev. 07/23/2020	thesis@tam.u.edu
1113 TAMU		Tel. 979.845.3631 Fax 979.862.1692
College Station, TX 77843-1113	Page 2 of 4	http://thesis.tamu.edu

- Subheadings.** See Thesis & Dissertation Manual pages 15-16 and 40 and Thesis & Dissertation Services handout "[Subheading Tips](#)."
 - A subheading at the bottom of a page must have at least one line of text beneath it.
 - Use consistent capitalization for each level of subheading, either title or sentence case.
 - Consistency is needed in the vertical spacing above and below subheadings.
 - Each subheading level must be unique.
 - Each level of subheading must be consistently formatted.

I would suggest boldfacing your subheads -- in the text, not in the table of contents -- to make them stand out.

- Copyright Permissions.** If you are using material from a copyrighted source (and/or using your previously published work), proper credit must be given on the first page of the chapter or section containing the material; or, for images, survey instruments, etc. in close proximity to the copyrighted material. See Thesis & Dissertation Manual pages 5-7 and Thesis & Dissertation Services handout "[Permission to Use Copyrighted Material](#)" in the Policies section of our website.

What do your copyright permissions pertain to?

End Materials and Others

- Appendixes.** Appendixes are optional and used for supplementary material. All Appendix pages need to be numbered; page numbers are continued from the last page of the references. All material must fit within the established margins of the document and be readable in size and legibility. See Thesis & Dissertation Manual pages 20-21.

Center the major heading. The secondary title, such as "Count and character matrix for the leaf-mat peels," should also be all caps, centered.

- Other Requirements.** Submit the following forms and/or complete the requirements indicated (if checked).
- Copyright and Availability Form
 - Survey of Earned Doctorates and AAUDE Survey
 - Apply for Graduation
 - Register for the Current Semester
 - Submit Copyright Permissions for Previously Published Materials
 - Oral exam/defense results. Check with your Chair or department on the status of your exam results.
 - Provide a permanent non-TAMU Email address

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