



KIMBELL SCHOOL OF GEOSCIENCES

THE ROBERT L. BOLIN GRADUATE SCHOOL OF PETROLEUM GEOLOGY Master's Thesis Guidelines for Publishable Manuscripts

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Note: this document provides guidelines for a publishable format. For those preparing a “standard” manuscript, please follow the “*Master’s Thesis Guidelines*.”

1 Content

- 1.1 For completion acceptance, a Kimbell School of Geosciences thesis should be composed of thorough and properly cited background and original content that significantly address the topic of the thesis proposal or a committee-approved modified topic.
- 1.2 The thesis must be entirely free of plagiarism; any violation will be subject to university punishments and dismissal from the program.
- 1.3 The thesis should be an well-written document in its final submitted form. It should be free of typographical errors and misspellings. It should be grammatically correct and efficiently organized.
- 1.4 The thesis under these guidelines has been submitted to a **refereed-reviewed publication** (*e.g.* journal, monograph, book chapter) of significance to the topic.
- 1.5 Publication acceptance is not a prerequisite to degree completion.

2 University-Wide Thesis Formatting and Submission Guidelines

- 2.1 The format for title pages and other preliminary pages adopted by MSU for theses in all academic areas is incorporated below.
- 2.2 Kimbell School of Geosciences theses deviate from the MSU guidelines in that the style and format of the bulk of the document follows those dictated by the journal.

3 Style

- 3.1 With the exception of the title and signature pages, and the guidelines below, the entire thesis will follow the style dictated by the publication.

4 Organization

- 4.1 References follow the style of the publication
 - 4.1.1 For entries in Literature Cited, follow the format adopted for literature citation is that of the Geological Society of America Bulletin
- 4.2 Divisions: The order of the divisions of the thesis is as follows:
 - 4.2.1 Fly Leaf (a blank page)
 - 4.2.2 Title Page
 - 4.2.3 Approval (Signature) Page
 - 4.2.4 Abstract (of the entire thesis)
 - 4.2.5 *Acknowledgments (optional)*
 - 4.2.6 Publication Submission Page that includes submission acknowledgement
 - 4.2.7 *Copy of the Acceptance Letter (optional)*
 - 4.2.8 Table of Contents
 - 4.2.9 Introduction
 - 4.2.10 Literature review
 - 4.2.11 Text (the submitted manuscript exclusive of the abstract)
 - 4.2.12 Appendices
 - 4.2.12.1 Extended materials and methods
 - 4.2.12.2 Additional results
 - 4.2.12.3 Works cited in the appendices
 - 4.2.13 *Vitae (optional)*
 - 4.2.14 *Oversized-format documents (optional)*

5 Form

- 5.1 Number of Copies
 - 5.1.1 Submit the final thesis document to the Graduate Advisory Committee Chair in a Microsoft Word format.
 - 5.1.2 Electronically submit any final thesis oversized-format materials (*e.g.* maps, well-logs, seismic sheets) to the Graduate Advisory Committee Chair in the format of origin (*e.g.* ArcInfo, Petra, Illustrator).
 - 5.1.3 Submit a compiled final thesis to the Graduate Advisory Committee Chair as a single pdf document.
 - 5.1.4 The KSG also requires a single print copy suitable for binding that includes all appendices and large-format materials (note: the KSG will bind the document at its expense).
 - 5.1.4.1 Bond paper, at least 20 pound weight and at least 25% cotton rag content; 8.5 x 11 inches.
 - 5.1.4.2 Single sided
 - 5.1.4.3 Oversized-format materials should be printed on heavy bond or heavy coated paper at 300 dpi.
- 5.2 Typeset
 - 5.2.1 Eleven point print; Times New Roman or identical serif font
 - 5.2.2 300 dpi using solid media (laser printing).
- 5.3 Margins.
 - 5.3.1 Left margin: one and one-half (1.5) inches
 - 5.3.2 Top, right and bottom margins: one (1) inch.
- 5.4 Numbering of Pages
 - 5.4.1 All page numbers must lie inside the margins
 - 5.4.2 Preliminary pages, those preceding the text, are to be numbered with lower case Roman numerals.
 - 5.4.3 The page number is not printed on the title page or the approval page, though these pages are enumerated as pages i and ii.

- 5.4.4 The first printed page number is iii which appears on the page following the approval page. These numbers are to be printed at the center of the page, on the last line inside of the lower margin.
- 5.4.5 Arabic numerals are used for pages of the text, literature cited and appendix divisions.
- 5.4.6 The first page of each division or other major section (*e.g.* Introduction) is counted but not printed.
- 5.4.7 Arabic numerals are to be placed at **least two spaces above the first line** of text against the right margin.
- 5.5 Line Spacing
 - 5.5.1 The text must be double-spaced
 - 5.5.2 Table legends and figure captions and literature cited section should be single-spaced.
- 5.6 Punctuation_– Follow general rules for effective writing. There must be only one space after a full period between two sentences within a paragraph.
- 5.7 Divisions should begin on a new page, with the heading placed two or more spaces below the first text line, *e.g.*, the one designated for continuation of text from the previous page.
- 5.8 Illustrative Material
 - 5.8.1 Tables, graphs, charts, etc., must appear in all copies of the thesis. Titles, captions, legends, etc., must accompany the illustration, and fit within the margins
 - 5.8.2 Photographs should be printed in high-resolution on paper of the same type used elsewhere in the thesis.
 - 5.8.3 Illustrations and tables **must** be numbered consecutively and placed in the thesis as they were submitted as a reviewable manuscript (*e.g.* following the works cited).
 - 5.8.4 Table format follows that of the publication.
 - 5.8.5 Figure format follows that of the publication with the following changes:
 - 5.8.5.1 Small figures should be enlarged or redrafted to cover 50% or more of the margined page at 300 dpi.
 - 5.8.5.2 The full caption should appear on the same page below each figure.
 - 5.8.5.3 The thesis should not include any additional list of figure captions
- 5.9 Units of measure should follow publication guidelines
- 5.10 Abbreviations: should follow publication guidelines
- 5.11 Journal titles: Journal titles must follow publication guidelines