

**GUIDE TO THESIS PREPARATION**  
**GRADUATE STUDIES**  
**EMPORIA STATE UNIVERSITY**

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**A Guide for**  
**Students writing a Thesis**  
**for**  
**Masters and Specialist in Education Degrees**

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**Fall 2009**

The writing of a thesis is one of the most important degree requirements. The brief suggestions that follow are designed to provide information useful in conducting thesis research and preparing of the thesis.

The Office of Graduate Studies has not adopted an official thesis style. Students should contact their advisors or department chairpersons concerning the thesis style sheet or manual used by the department. A listing of thesis guides, by department, is included in this booklet.

## APPROVALS TO CONDUCT RESEARCH

Thesis projects require prior approval when either humans and/or vertebrate animals are being used as research subjects. Application materials are available from the Research and Grants Office, located in Plumb Hall 313. Students should consult with their advisors on obtaining the required clearances from the following boards or committees:

a) Institutional Review Board for Treatment of Human Subjects. This board was established to enforce federal regulations enacted by the Secretary of Health, Education and Welfare in 1976. It is the responsibility of the Board to determine those individuals serving as subjects not be placed "at risk due to their involvement in research projects." An individual is considered to be "at risk" if exposed to the possibility of injury, including physical, psychological or social injury as a consequence of participation as a subject in any research, development, or related activity.

b) Institutional Animal Care and Use Committee. To assure compliance with the Public Health Service Policy (PHS) on Humane Care and Use of Laboratory Animals, the University has formed an Institutional Animal Care and Use Committee. It is the responsibility of the Committee to insure that all individuals involved in testing, research, and training with animals act in accordance with principles outlined by the PHS.

## THESIS COMMITTEE

Candidates should confer with the major advisor regarding the role of the thesis committee in thesis approval. A copy of the completed thesis should be submitted to the advisor no later than six weeks before the day on which the degree is to be conferred. The Dean of Graduate Studies should receive a copy of the thesis after it has been approved by the department no later than three weeks prior to the day on which the degree is to be conferred.

The candidate must submit one unbound final copy of the thesis to the Office of Graduate Studies. The basic cost to have the thesis digitized is \$55.00 (This may change depending upon the publication option that you choose) and must be paid with a money order made payable to PQIL. Students will be required to complete the form required by ProQuest for digitizing the thesis. The Graduate Office will deliver the thesis copy, money order, and ProQuest form to the Library and White Library will be responsible for providing the department with a bound copy and submitting the thesis for digitization to ProQuest. Any questions concerning the digitization process should be directed to the Library. The Graduate Office will take care of requests for personal bound copies. The cost is \$20.00 per set plus sales tax. If personal copies are desired, students must provide one unbound copy for each personal copy requested. These

copies should be submitted by the candidate at the time the one copy required by the University is submitted.

When the thesis has been approved for the typing/processing of the final draft, the candidate should confer with the major advisor about the date, time, and place of the final examination. The thesis for the Specialist in Education degree must be approved and signed by all members of the candidate's committee.

### THESIS REQUIREMENTS

Each thesis must be carefully proofread and edited by the student, thesis advisor, and thesis committee for typographical errors, grammar, mechanics, style, citation/reference accuracy, and format before the thesis is submitted to the Graduate Office.

After successfully defending the thesis and making all changes as requested by the department, the student will submit a copy with all departmental signatures to the Graduate Office for review by the Graduate Office.

Graduate Office staff and the Graduate Dean will review the copy and mark any corrections that must be made. It normally takes one to two weeks to review a thesis. Once the thesis has been reviewed, it will be returned to the student for final corrections.

The student is responsible for making changes, if required, and submitting the required thesis copy, UMI registration materials, cashier's check or money order payable to PQIL, and any personal copies with separate payment to the Graduate Office for processing/binding.

1. A candidate should obtain departmental approval on the selection of the printer. Acceptable printers must produce a letter quality product.
2. Margins for the text of the thesis must be 1 ½ inches for the left margin, and 1 inch for the top, bottom, and right hand margins.
3. Although departmental requirements may vary, it is recommended that theses be written in a format suitable for submission to a professional journal in the field. Students should contact advisors or departmental chairpersons concerning the style sheet or manual used by the division. (See Style Manual by Departments, pages 5-6).
4. Any photocopies used in the thesis must be letter quality and legible.
- 4.. Correct assembly (order and pagination) is shown below.
  - a. Blank Sheet
  - b. Abstract (do not number)\*
  - c. Title Page\*
  - d. Approval Sheet\* (Roman numerals for page #)
  - e. Acknowledgment\* (not a required page)\*(Roman numerals for page #)

- f. Preface (not a required page)\*(Roman numerals for page #)
- g. Table of Contents\* (Roman numerals for page #)
- h. List of Tables (Roman numerals for page #)
- i. List of Figures (Roman numerals for page #)
- j. Text/chapters (Arabic numerals for page #)
- k. Literature Cited (may be titled References, Bibliography, or Literature Cited)
- l. Appendices (not required)
- m. Permission to Copy Statement\*
- n. Blank Sheet

\*Examples attached.

NOTE: Unless otherwise noted, all pages must be submitted with the thesis for approval by the Dean of Graduate Studies.

## RECOMMENDED STYLE MANUALS

(Use of the format of an appropriate refereed journal is encouraged)

Biology	Consult division thesis advisor.
Business Education	American Psychological Association (2001). <u>Publication Manual</u> . (5th ed.) Washington: The Association.
Counselor Education	American Psychological Association (2001). <u>Publication Manual</u> . (5th ed.) Washington: The Association.
Early Childhood	American Psychological Association (2001). <u>Publication Manual</u> . (5th ed.) Washington: The Association.
Educational Admin.	American Psychological Association (2001). <u>Publication Manual</u> . (5th ed.) Washington: The Association.
English	<u>MLA Handbook for Writers of Research Papers</u> . 6th ed. (2003).
HPER	American Psychological Association (2001). <u>Publication Manual</u> . (5th ed.) Washington: The Association.
Library Science	Student selects and specifies style manual. Thesis must be consistent with specified style manual.
Mathematics	Consult division thesis advisor.
Music	American Psychological Association (2001). <u>Publication Manual</u> . (5th ed.) Washington: The Association.  Turabian, Kate L. <u>A Manual for Writers of Research Papers, Theses, and Dissertations</u> . 6th ed. Chicago: University of Chicago, 1996.  University of Chicago Press: <u>Chicago Manual of Style</u> . 15th ed., Chicago, 2006.
Physical Sciences	Chemistry emphasis: <u>The ACS Style Guide: A Manual for Authors and Editors</u> . Washington: American Chemical Society. Current Edition.  Earth Science emphasis: Style of the Geological Society of America, particularly in the journal <u>Geology</u> .

Physics emphasis:  
American Institute of Physics. Publications Board. Style Manual for Guidance in the Preparation of Papers for Journals Published by the American Institute of Physics and Its Member Societies. New York: AIP. Current Edition.

Physical Science emphasis:  
The Publication Manual of the American Psychological Association(current edition), or the style guide listed for one of the above three emphases shall be chosen after consultation with and approval by the student's graduate committee.

Psychology/Special Ed	American Psychological Association (2001). <u>Publication Manual</u> . ( 5th Education ed.) Washington: The Association.
SLIM	American Psychological Association (2001). <u>Publication Manual</u> . ( 5th Education ed.) Washington: The Association.
Social Sciences	Turabian, Kate L. <u>A Manual for Writers of Research Papers, Theses and Dissertations</u> . 6th Ed. Chicago: University of Chicago, 1996.
TESOL	American Psychological Association (2001). <u>Publication Manual</u> . (5 <sup>th</sup> Education ed.) Washington: The Association.

AN ABSTRACT OF THE THESIS OF

\_\_\_\_\_ for the \_\_\_\_\_  
(name of student) (degree)

in \_\_\_\_\_ presented on \_\_\_\_\_

Title:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Abstract approved: \_\_\_\_\_  
(Thesis Advisor Signature)

(A succinct summary of the thesis not to exceed 300 words.)

Example of Title Page  
(Center top to bottom  
with equal margins top  
and bottom)

CRUSADERS ON CAMPAIGN:  
RELIGIOUS ISSUES IN THE PRESIDENTIAL CAMPAIGN OF 1984

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A Thesis

Presented to

The Department of Social Sciences

EMPORIA STATE UNIVERSITY

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In Partial Fulfillment

of the Requirements for the Degree

Master of Arts

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by

Craig Andrew Balden\*

May 1995

\*Use full name as you would on an official document

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Approved by the Department Chair

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Approved by the Dean of Graduate Studies

Example of Specialist in Education approval sheet  
(May also be used by Master's students within certain departments such as Physical Sciences)

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Approved by the Department Chair

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Committee Member

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Committee Member

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Committee Chair

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Dean of Graduate Studies  
Examples of Acknowledgments and Preface

Note: Each should be on a separate page.

## ACKNOWLEDGMENTS

My deepest thanks to my thesis chair, Dr. Jan Byes and committee members Dr. Pat White and Dr. Loren Smith.. Their help in the writing of this thesis will always be greatly appreciated. I would also like to express sincere gratitude to my spouse, children, parents, brothers, and sisters for their encouragement and love.

## PREFACE

A preface gives the reader an idea of the organization of a thesis. It may also contain a statement of the scope or of the general characteristics of research that has been done. In addition, the acknowledgment may be placed in the final paragraph of the Preface or may be inserted separately as illustrated above.

These samples are offered as a guideline. A thesis may contain different components.

Sample #1-without detail

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<u>Chapter</u>	
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3 RESULTS.....	18
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Sample #2-with detail

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Example of "Permission to Copy Statement"

(This statement, with all information and signatures, must be included in each copy of the thesis submitted to the Office of Graduate Studies.)

I, (name of student), hereby submit this thesis/report to Emporia State University as partial fulfillment of the requirements for an advanced degree. I agree that the Library of the University may make it available to use in accordance with its regulations governing materials of this type. I further agree that quoting, photocopying, digitizing or other reproduction of this document is allowed for private study, scholarship (including teaching) and research purposes of a nonprofit nature. No copying which involves potential financial gain will be allowed without written permission of the author.

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Signature of Author

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Date

---

Title of Thesis

---

Signature of Graduate Office Staff

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Date Received

## Common Thesis Errors

1. Extra spacing or not enough spacing between words and sentences.
2. Inconsistent typing of headings for each chapter. Chapter headings and number must all be upper case or the first letters capitalized, followed by lower case.
3. Failure to arrange thesis pages in the prescribed order.  
(See pages 4 and 5 of the current thesis guide.)
4. The "Permission to Copy" page must be completed and submitted with each copy of the thesis.
5. Poor quality of duplicated materials-lines, shading, shadowing, etc. All photocopies must be of perfect quality.
6. Submitting the thesis without the required signatures.
7. Failure to follow margin guidelines.
8. Incorrect page numbering. All pages must be numbered, except the title page, blank pages and copyright pages (counted but not numbered). Lower-case Roman numerals are used in preliminary pages, while Arabic numerals are used in the remained of the manuscript.
9. A reference cited in the body of the thesis must be included in the reference list. Likewise, a listed reference must be cited in the thesis. References and citations must have the correct spelling of the author and the correct date of publication.
10. For APA style, each table or figure must have a heading and must be on its own separate page.
11. Ending a paragraph on a new page with less than one line on the new page.
12. Use of "who" and "that". "Who" refers to a person and "that" does not.
13. When deciding to use "which" or "that", "which" is used when it is with a phrase that can be set off by commas.
14. Lack of subject-verb agreement, especially in sentences in which the subject is singular, but the object of a prepositional phrase is plural.
15. Misuse of commonly confused words, e.g., affect and effect, principal and principle, etc.

16. Misplacement of periods and commas in quoted material; periods and commas are always placed inside quotation marks; colons and semicolons are placed outside.
17. Errors in text references.
  - a. All text references must be listed in the references section at the end of the manuscript.
  - b. Names and dates appearing in the text must exactly match those in the references.
  - c. When there are multiple authors of a publication, *all* of them must be cited on first reference, after which *et al.* may be used.

## USE OF COPYRIGHTED MATERIALS

Students writing theses must be careful when using copyrighted materials not to violate the rights of copyright owners. Generally speaking, students may make limited use of short passages from copyrighted materials, if they give proper credit to the owner of the copyright. Extensive use of copyright materials, however, requires the permission of the copyright owner.

The use of tables, graphs, figures, or illustrations from a copyrighted work is not generally considered a limited use, and permission of the owner should be obtained before any of these are used in a thesis. Usually, the publisher can grant permission to quote excerpts from a copyrighted work; if not, the publisher can refer you to the owner of the copyright.

Permission is often granted to use copyrighted material in scholarly or educational works without any payment or compensation to the copyright owner. However, a copyright owner may charge for any permission granted. If permission is obtained, a letter of release from the copyright owner must be included in an appendix in the manuscript, and an acknowledgment of the copyright owner should be included in the acknowledgments preceding the thesis.

*Plagiarism.* Plagiarism in its purest form is copying entire passages or images, either verbatim or nearly verbatim, without directly acknowledging the source of these passages. Outright plagiarism needs no exemplification: researchers who copy them know that they are liable to the severest academic penalties, and perhaps to civil penalties as well.

All scholars should keep in mind the following requirements:

1. When material is quoted, it is quoted exactly as it appears in the original, mistakes and all. Any additions, deletions, or alterations are clearly signaled by brackets or ellipses, as indicated in style manuals.
2. The acknowledgment of material quoted from or paraphrased from a single passage includes the page number(s) on which the passage appears in the original document.
3. Data not commonly available are never cited without a clear indication of their source.
4. Terminology or phraseology that is not common in literature is not used without proper acknowledgment.
5. Changing a few words in a source to avoid the necessity of quotation marks is at best amateurish scholarship, and at worst outright plagiarism.

*Falsification of data.* The national press as well as academic publications have reported cases in which researchers deliberately falsified their data or used data they knew were unreliable.

Obviously, this practice is unethical; it erodes public confidence in scientific and scholarly investigation.

Researchers themselves must be the primary custodians of their own integrity in these matters, but faculty supervisors must be reasonably cautious about endorsing student work if they have any doubt of its authenticity. It is important, of course, for faculty members and students to establish mutual trust so that research can be conducted and reported frankly and freely. However, when violations of this trust are discovered by supervising faculty or by other knowledgeable persons, the violations will be regarded as serious academic misconduct. They will be handled according to procedures already in place in each academic department.

## Thesis Due Dates

### FALL 2009

November 23, 2009 Single copy of the thesis approved by the department with departmental signatures due in the Graduate Office, ready for review by the Graduate Dean.

December 11, 2009 Final corrected thesis copy, ProQuest registration materials, money order, and personal copies if desired with payment, due in the Graduate Office.

### SPRING 2010

April 23, 2010 Single copy of the thesis approved by the department with departmental signatures due in the Graduate Office, ready for review by the Graduate Dean.

May 7, 2010 Final corrected thesis copy, ProQuest registration materials, money order, and personal copies if desired with payment, due in the Graduate Office.

### SUMMER 2010

July 16, 2010 Single copy of the thesis approved by the department with departmental signatures due in the Graduate Office, ready for review by the Graduate Dean.

July 30, 2010 Final corrected thesis copy, ProQuest registration materials, money order, and personal copies if desired with payment, due in the Graduate Office.

### FALL 2010

November 22, 2010 Single copy of the thesis approved by the department with departmental signatures due in the Graduate Office, ready for review by the Graduate Dean.

December 10, 2010 Final corrected thesis copy, ProQuest registration materials, money order, and personal copies if desired with payment, due in the Graduate Office.

09/2009