2014 Thesis Guidelines

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CHAPTER 1: INTRODUCTION

The thesis is frequently the culmination of graduate training at Troy University. It allows candidates for the Master's or Education Specialist's degree the opportunity to pursue original research designed and prepared by the thesis student under the supervision of a committee composed of qualified graduate faculty members. As a result, the thesis can be a significant component of the graduate study experience for the student and the University community. Students in programs having a "thesis option" must confirm both suitability and availability.

Typically, the "thesis option" is chosen by graduate students, with approval of program adviser, who might continue their education at the doctoral level. By selecting the thesis option a student is committing to a year or more of thesis work. It is important to note that thesis development, research, writing, and completion are driven by student initiative. While substantial resources are available to the thesis student, the responsibility for the successful completion of the thesis rests with him or her. The faculty will play a substantial role in the direction of the project. Nonetheless, the student must take charge of seeing that a quality thesis is presented for consideration in a timely manner and is in compliance with the specific requirements in these ' µ] o] v •

The thesis is an important University document, both academically and for students personally, as it is considered a professional publication. It will become a lasting legacy of theIR graduate experience. For this reason, the thesis student must exercise utmost care in the preparation of the final thesis for submission. In turn, the University is committed to processing the document for publication, binding, and library archiving.

The d Œ } Ç h v] À Œ ' • µ] š Ç o] h Ž s] e n prepared to support the work of the thesis student who is required to present a formal written document as partial fulfillment of the requirements for the graduate degree at Troy University. It is the official manual of Troy University related to thesis format, approval processes, and time requirements. In order to make certain that theses from Troy University display the significance that is placed on them, the thesis student is required to follow the strict formating and submission guidelines contained in these ' µ] o] v •

These ' µ] o] s et forth the thesis requirements established by The Graduate School of Troy University. The ' µ] o] a re designed to produce documents that are uniform in style, but also allow some flexibility for the particular requirements of various disciplines. Individual departments, schools and colleges may impose additional

- Possession of the appropriate terminal academic degree; this is usually the doctoral degree in the field that the thesis student is pursuing.
-

- Approve schedule for thesis completion submitted by the thesis student (Appendix A).
- Approve student's thesis research proposal.

Step 2. If the issue is not resolved at Step 1 and the thesis student wishes to request a change in thesis chair, the thesis student shall request in writing a conference with the department chair, with a copy to the college dean. His or her request must address the thesis student's concerns and document Step 1 procedures.

Step 3. Within ten working days of receipt of the request, the department chair shall meet with the thesis student and the thesis chair, either singly or together. If the department chair supports the request for a change, s/he shall assign a new thesis chair; the decision is final; the matter is closed.

Step 4. In the event a department chair does not feel comfortable (out of discipline or area of expertise) or if the department chair is also the thesis chair, the request shall be forwarded to the college dean for the assignment of a new thesis chair, and this decision is final.

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The Thesis Committee

Selecting the Thesis Committee

The thesis chair, in collaboration with the department chair, will assist the thesis student in selecting the members of the thesis committee. The University prefers members of the thesis committee to be full time and hold graduate faculty status. The committee may include a member who is a specialist in the specific area of research, from outside of the University. At least one member of the thesis committee must be from the department granting the degree. The members of the thesis committee should not have a relationship with the thesis student that poses a potential conflict of interest (e.g., relative, friend, etc.). The minimum number of members for a thesis committee is two (including the thesis chair). There is no maximum number. The actual number required is department or program specific.

Role and Responsibility of Members of the Thesis Committee

Members of the thesis committee assist the thesis Ɗ ed i Ĭ ho Respo ³ Ж 6 his f Ƶ

CHAPTER 2: FORMATTING THE THESIS

Thesis Formatting Requirements

The thesis student has the responsibility to present to the thesis chair, for final approval, a well-written manuscript that is free from error. The thesis student is responsible for editing the thesis. If the student needs editorial assistance, assistance should be obtained before the final draft is presented to the thesis chair. Students are warned that preparation of a thesis can be an extremely expensive undertaking. Each thesis student should have a clear understanding in advance with typists, printers, and any agency involved in photographic work or drawings as to the costs involved. The Graduate School will not act as referee in disputes between students and others in such matters.

The student must follow the department's specified publication manual. Should the style manual conflict with the dZ •]• 'µ], the]v dZ••]• 'µ] will take precedence. The thesis will be reviewed by the Office of the Graduate School for adherence to thesis formatting requirements.

Examples of Selected Style Manuals

Council of Biology Editors. ^] vŸ. ^šÇo v &}Œu šW dZ D vµ o (}Œ v W µ o.]MZst recent edition. New York: Cambridge University Press.

D> , v }}l (}Œ tŒ]š Œ• }((by Z Joseph Œ Gibaldi and Walter S. Achtert). Most recent edition. New York: MLA.

American Psychological Association. W µ o] Ÿ}v D vµ o }(šZ u Œ] v W•Ç Z}••}] Ÿ(Most recent edition). Washington: American Psychological Association.

National Association of Social Workers. tŒ]Ÿv P (}Œ Most recent edition). Silver Spring: National Association of Social Workers.

University Press of Chicago. dZ Z] P} D vµ, most recent edition, Chicago: University of Chicago Press.

Paper, Photocopying, and Quality

The final copy of the thesis to be presented to the library for archival must be 8.5 x 11 inches in size, 20-pound white bond paper with a 25% or higher rag content (watermark

Top	1 inch
Bottom of text	1 inch

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Margins are inviolable. Footnotes or the last lines of a paragraph or a table must be accommodated without violating the minimum margin of one inch of white space at the bottom.

Holes or perforations are not permitted in any of the margins. Some reproduction or photocopying processes magnify or spread the material and may necessitate more careful attention to the margin spacing. Tabs should be used for a consistent offset at the beginning of each paragraph and should be of uniform spacing (usually five spaces).

Pagination

The pages preceding Chapter 1 must be numbered consecutively in lowercase Roman (i, ii, iii, iv) numerals. Fly (blank) pages that begin each thesis are neither numbered nor counted. Starting with the title page and continuing throughout the thesis, each page must be accounted for and/or numbered. Although the title page is counted, a number is not placed on the title page itself. Numbers on all pages, including the first page of every chapter of the thesis, are placed 0.5 inches above the bottom edge of the sheet and centered. The table in the following section "Parts of a Thesis" contains a detailed listing of the parts of the thesis and indicates whether each is counted " a he p A

Widows and Orphans

Care should be taken to observe the following rules about widows and orphans. A "widow" is part of a line from the end of a paragraph that is carried to the next page. Adjust the text to eliminate these. An orphan is a line of text or a heading that is left at the bottom of a page without text to follow. Do not leave a heading at the end of a page unless there is room for the heading and at least two lines of text. If there is insufficient room, place the heading on the next page.

Tables, Figures, and Appendices

All tables and figures must fall within the stated margins. Each element of a table or figure must be large enough and sharp enough to be legible. Style of type affects legibility. Initial capitals and lowercase letters generally are easier to read than all capitals, and regular type is easier to read than bold face. The size of lettering should be no smaller than 8-point and no larger than 14-point. Within a specific table or figure font size should not vary by more than four points.

Tables. A table is defined as tabulated numerical data used in the body of the thesis and in the appendices. Tables consist of an arrangement of facts, figures, and values in an orderly sequence usually in rows or columns.

Each table used within the thesis must be well explained within the text. Additionally, the table title should fully explain the table without reference to the text. Explain all abbreviations (except such standard statistical abbreviations as D, ^, and). Always identify units of measurement.

Each table is given a unique number and a title. The table number and title should be presented above the table. If the title of the table exceeds one line, single space the

CHAPTER 3: CONTENT AND ORGANIZATION OF THE THESIS

Parts of a Thesis

Every thesis is composed of three parts:

- Preliminary Pages
- Text Pages
- Reference Material

Preliminary Pages

Fly page (required). The fly page is a blank page at the beginning of the thesis used to protect the work. It is neither counted nor numbered.

Title page (required). The format of the title page must be formatted exactly as shown in Appendix E. The student's name should be spelled exactly as it will be on the diploma. The date on the title page must indicate the month (October, December, March, May or July) and year that the student will actually receive the degree.

The title serves as a guide for others who wish to gain more information about what has been done in the research. Modern search and retrieval systems use the words in the title to locate the work. Consider using key words in the title so that general searches will locate your work. Therefore, it is doubly important to select a title that gives a meaningful and concise description of the contents of the thesis.

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- The title page is counted but not numbered.
- Type the title of the thesis study in capital letters; double space if longer than one line; centered at the top of the page.
- Return 8 lines and type "by".
- Double space and type the student's name, centered, in capital letters, in full as it will appear on the diploma.
- Return 8 lines, type "A THESIS," centered, in capital letters.
- Return 8 lines and type:

Submitted in partial fulfillment of the requirements
for the degree of <INSERT DEGREE TITLE>(e.g., Master of Science, Master of Education)

in <INSERT SPECIFIC AREA> (e.g., Environmental and Biological Sciences, Counseling and Psychology. Do not list concentrations)
in the Graduate School of
Troy University

- Return 10 lines and type MONTH < INSERT OCTOBER, DECEMBER, MARCH, MAY, OR JULY> comma and <INSERT YEAR> of graduation in capital letters. (Only the months of October, December, March, May, or July may be used.)

Thesis acceptance page (required). After all of the corrections recommended by the thesis chair, thesis committee, and the Dean of the Graduate School have been made and the thesis has been successfully defended, the thesis acceptance page must be signed by the thesis chair, the thesis committee members, the chair of the department, the dean of the college, and the Dean of the Graduate School. A Thesis Acceptance Page printed on bond paper with original signatures is required for all bound University copies of theses. A minimum of two bound thesis copies are required by the University. Check with the thesis chair for the number of bound copies recommended or required by specific graduate programs.

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- The thesis acceptance page is counted but not numbered.
- Type the title of the thesis study in capital letters; double space if longer than one line

- Return 4 lines, draw a signature line and date line.
  - Return 1 line, type <Insert Name and Degree of Thesis Chair>.
  - Return 1 line, type <Insert Name and Dc Ů ő hB
  -

Acknowledgments (Optional). The heading "Acknowledgments" is typed without

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Chapters or Sec t ons should be numbered with Arabic numerals star t ng with page 1, centered 0.5" from the bo t om of the page (The page number itself should be 0.5 inches from the bo t om of the page.)

- Type "CHAPTER <INSERT NUMBER>: <INSERT CHAPTER TITLE> in capital le t ers, without punctua t ons and centered at the top of the page.
- Double space and begin typing the text.
- See example in Appendix R

Headings. Sec t on headings are in uppercase and lowercase le t ers. Addi t onally, they are centered one inch from the top of the page. Theses are generally organized into sec t ons with each sec t on covering a por t on of the thesis topic. Examples may be the headings of the primary pages (e.g., Abstract, Acknowledgments, Table of Contents,

Fifth-order headings are in uppercase and lowercase letters, italicized, indented 0.5" (in line with text), and end the heading with a period. Text should follow immediately after the heading (do not start text on the following line). Example: d Æ š X

The subdivisions within a chapter (or a section) do not begin on a new page unless the preceding page is filled. If there is not (or insufficient) room for the complete heading and at least two lines of type at the bottom of a page (see orphans and widows), the new subdivision should begin on the next page. It is never correct to carry over the last few words of a paragraph. It is preferable to add an extra line, rather than continue a portion of a line.

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- Count and number all text pages with Arabic numbers.
- All divisions and subdivisions as indicated by headings should be identical to those listed in the Table of Contents.
- The scheme of subdivision within the chapter or section must be consistent throughout the chapter or section.
- Avoid excessive or unnecessary subdivisions.
- Refer to Appendix Q for examples of heading formats.

Glossary, footnotes, and endnotes. Consult the department's specified style manual for guidance on the use of glossaries and endnotes.

Reference Material

References or literature cited (Required). Theses that make use of other works, either in direct quotation or by reference of an idea must contain a "References" section listing these sources. The reference list at the end of the thesis provides the reader the information necessary to identify and retrieve each source. Only sources cited in the thesis should be listed in the References section.

Type "References" without punctuation and centered one inch from the top of the page. (Note: The Reference section should NOT have a cover page). Consult with the thesis chair for the departmentally approved format for reference listings. The References section should conform to all font and margin require Ţ

Bibliography (If appropriate). If pertinent works have been consulted, but not specifically cited in the text, they should be listed separately in a "Bibliography" section. Type "Bibliography" without punctuation; centered one inch from the top of the page (Note: The Bibliography section should NOT have a cover page). Consult with the thesis chair for the departmentally approved format for the reference and bibliography listings. The Bibliography section should conform to font and margin requirements of the thesis and be in the same format as the References section.

Appendices (If appropriate). Some theses will not require this section. It is usually added to contain supplementary illustrative materials, original data, and quotations that are too lengthy for inclusion in the text or not immediately essential to an understanding of the text. See Chapter 2 for more information on Appendices and Appendix T for examples.

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- A cover page will precede the Appendices. "APPENDICIES" should be centered and printed five inches from the top line.
- ¶ The appendices may be divided into Appendix A, Appendix B, etc., depending on the type and amount of material used. Do not include cover pages for individual appendices within the "Appendices" section.
- Type Appendix A (etc.) at the top right corner of the page as the header.
- Each appendix should have a brief descriptive title. In the case where an appendix contains one table, the table title may serve as the appendix title. If the appendix consist of multiple tables or figures, a brief unifying title should be used for the appendix title, and each figure treated as a separate figure and designated with the alternate numbering scheme. For example, two tables in Appendix A, would be identified as Appendix A.1. and Appendix A.2. See Appendix S for example.
- Type the title of the material in Capital letters, centered and double spaced from the top, letter G an] C T R de 5 nnd r ő ade M " n Ü iaone.

- Count and number all pages (including cover page) consecutively.
- Refer to Appendix T for examples.

Curriculum vitae (Required). At a minimum provide full name of student, permanent address, educational degrees, teaching or work experience, and if appropriate, publications (See Appendix U).

Order of Thesis

the thesis student for needed format corrections. Should the thesis need format corrections, it is the student's responsibility to make all necessary corrections and resubmit to the Graduate School for final format approval. A single thesis can take anywhere from one to two days to process, depending on its length and the number of errors encountered. Since the Graduate School staff must review many graduate theses each semester, it is suggested that the student allow at least three week's time to obtain Graduate School approval of the thesis.

Submission of Final Copies of Thesis to Library

Upon approval from the Graduate School, the student should consult his or her thesis chair to determine the number of final copies of the thesis that will be required. Final copies of the thesis should be copied on 8.5 x 11 inches, 20-pound white bond paper with a 25% or higher rag content (watermark should be visible).

The student should submit to the Troy University Library (Troy Campus), Serials Department, the required number of final theses along with a completed Troy University Thesis Binding form (See Appendix S), and a check or money order made out to Troy University Library. The Library staff will review the thesis for conformity of quality standards for thesis binding (See Appendix D). The student should retain a copy of the binding fee receipt provided by the Library personnel.

Recording by the Troy University Registrar

At least one week prior to graduation, the student is responsible for delivering a copy of the paid binding fee receipt provided by the Troy University Library personnel and a copy of the Thesis Acceptance Page (Appendix F) with signatures to their home campus Registrar's office (same office that is processing the student's Intent to Graduate). THIS IS A VERY CRITICAL STEP. IF IT IS NOT ACCOMPLISHED ON TIME, THE STUDENT WILL NOT GRADUATE OR PARTICIPATE IN THE GRADUATION CEREMONY THAT SEMESTER.

Distributing Copies of the Thesis

Assuming that the student has met all of the degree requirements, including paying his/her fees for thesis binding at least one week prior to graduation, the Troy University Library will have copies of the thesis bound. It is the student's responsibility to distribute all additional copies to the appropriate persons or locations.

APPENDICES

Library Thesis Checklist

When a thesis is submitted to the Library, it will be reviewed to verify proper compliance to quality standards for thesis binding. The library will not accept theses that do not conform to these standards. (Student is not responsible for providing this form to the Library.)

Checker's Initials _____ Date _____

_____ Thesis Acceptance Page (with original signatures)

_____ Human or Animal Subjects Review Form (with original signatures)

_____ All pages printed on #20 bond, 25% or higher rag content paper with watermark visible

_____ Paper of uniform weight and color

_____ Correctly completed Thesis Binding Form submitted

_____ Paid appropriate binding fee

_____ Issued Binding fee receipt

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[Scientific Example]

LIST OF TABLES

PAGE

TABLE « « «

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[Sample Table]

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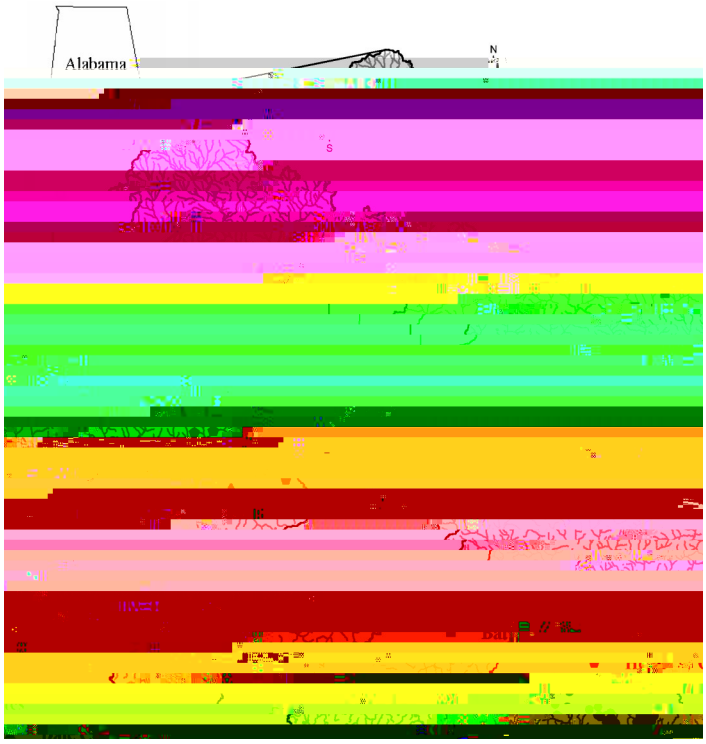
[Sample Figure]



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Source: Witmer, P.L. 2007. DEVELOPMENT AND USE OF A SEDIMENTATION RISK INDEX FOR UNPAVED ROAD STREAM CROSSINGS IN THE CHOCTAWHATCHEE WATERSHED. Maters of Science. Thesis, Troy University, Troy, Alabama.

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Sect on or Chapter headings are in all uppercase and lowercase le t ers and centered. Theses are generally organized into sec t ons with each sec t on covering a por t on of the thesis topic. Examples may be the headings of the primary pages H J $EVWUDFW $FNQRZOHGJPHQWV 7DEOH RI 7DEOHV as well as the body of the thesis, the Introduc t on, Materials and Methods, Results, Discussion, Conclusions, Recommenda t ons, and References. Except for References, the other headings in the body of the thesis are boldface. If the sec t on heading is more than one line, the lines can be of di f erent length and double spaced. However, chapter headings should be in all caps (e.g. CHAPTER 1: INTRODUCTION). Begin the f rst paragraph of the chapter text two spaces below the f rst order heading.

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7KH VXEGLYLVLRQV ZLWKLQ D FKDSWHU RU D VHFWLRQ G LV ILOOHG ,I WKHUH LV QRW URRP IRU WKH FRPSOHWH KHDG WKH QHZ VXEGLYLVLRQ VKRXOG EHJLQ RQ WKH QH[W SDJH ,W SDUDJUDSK ,W LV SUHIHUDEOH WR DGG DQ H[WUD OLQH UDW

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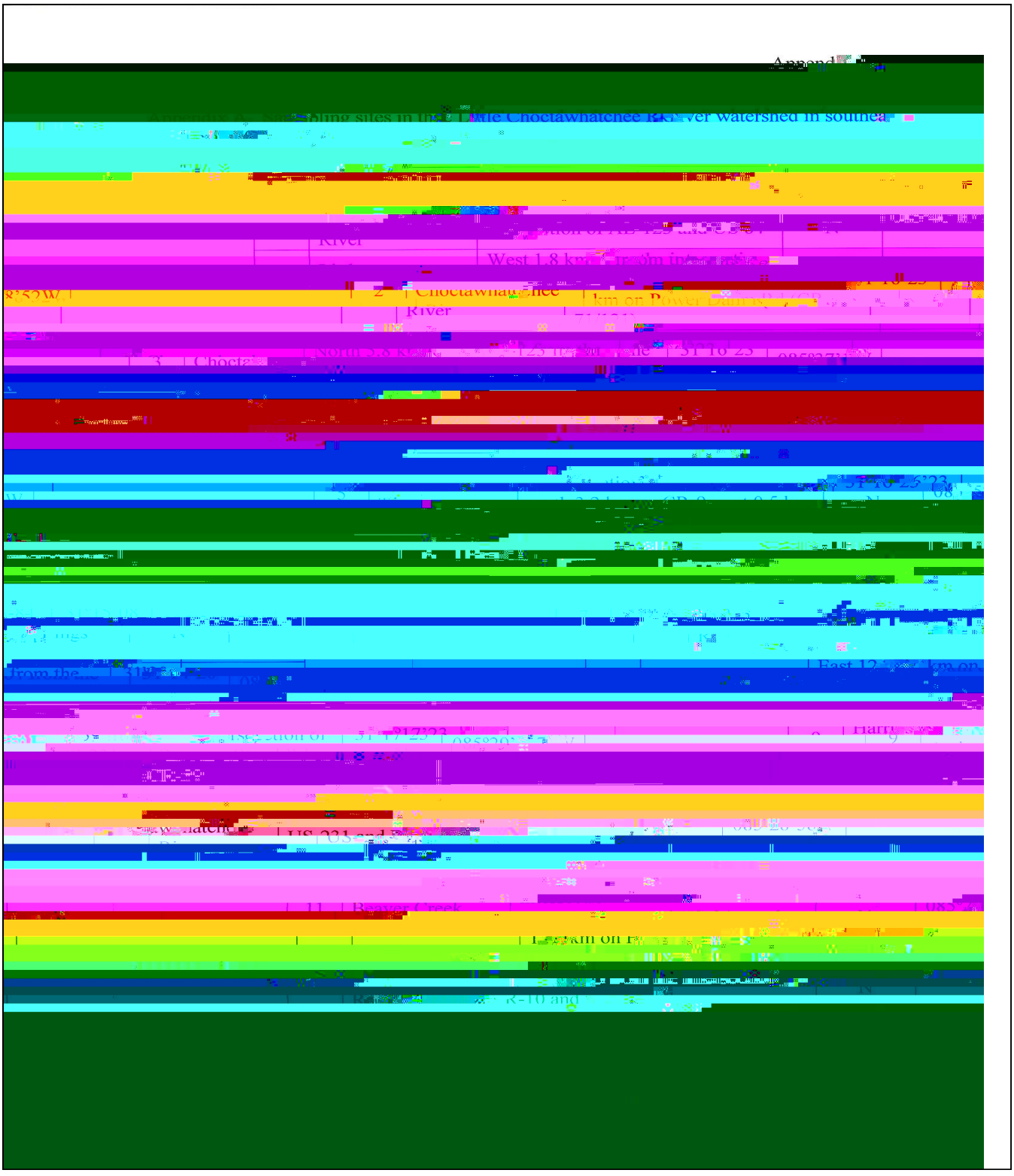
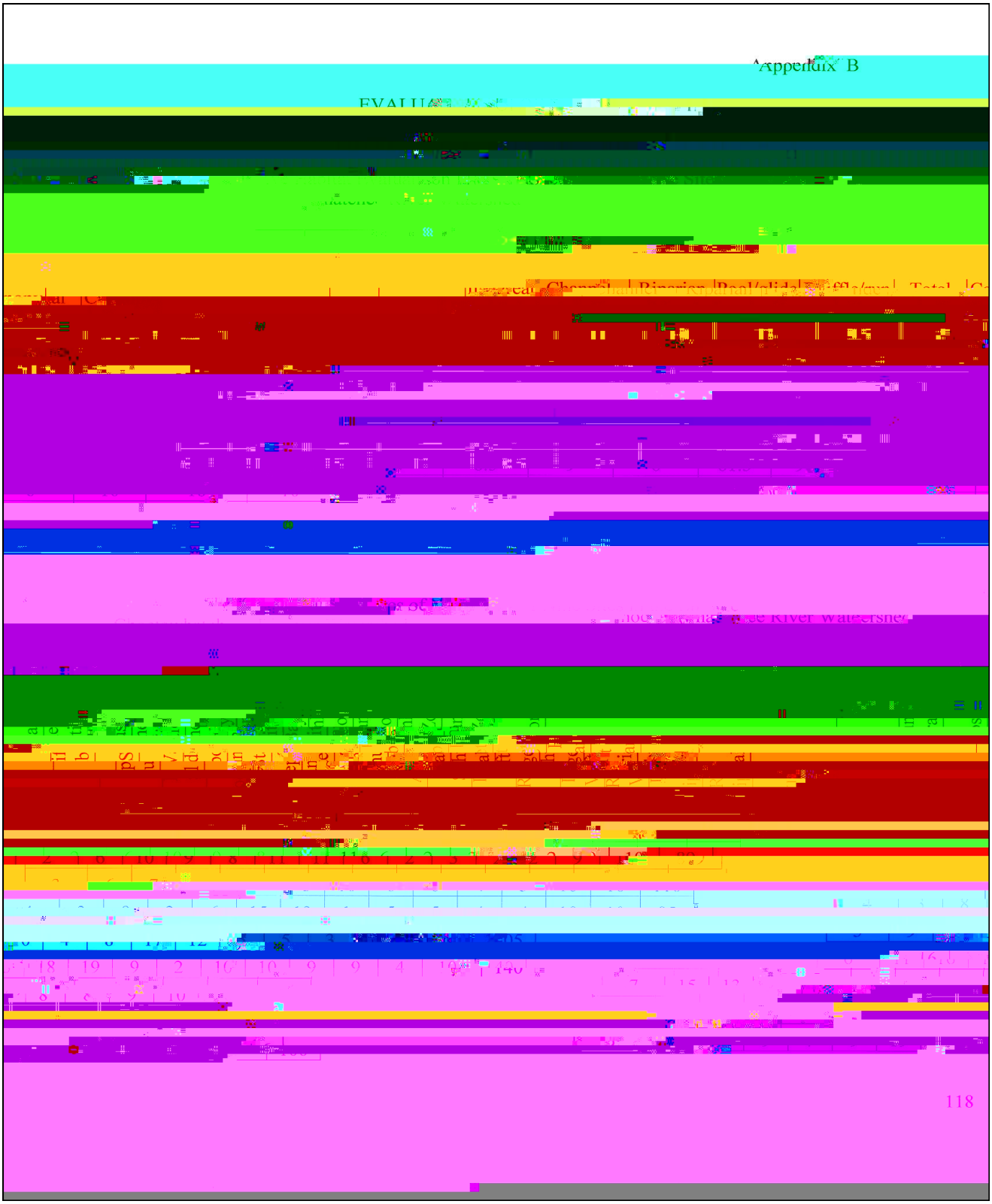
Appendix T.1. Example format of an appendix consis t ng of a single table.



Appendix T.2. Example format for an appendix consisting of two or more tables or figures.



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