

*Guidelines for the
Preparation of a Thesis*

A Publication of the Graduate School,
Southern Illinois University Edwardsville,
Edwardsville, Illinois

Revised November, 2010

INTRODUCTION

The successful completion of a thesis is the culmination of a student's work in fulfilling the requirements for a graduate degree at Southern Illinois University Edwardsville. The process is demanding, rigorous, time-consuming, challenging, and sometimes, discouraging. It is also one of the most rewarding aspects of graduate study because it is your topic, your proposal, your research, and your writing. The resulting manuscript resides as a bound volume in Lovejoy Library where it is tangible and lasting evidence of your completed graduate study at SIUE.

Thesis guidelines are prepared by the Graduate School as one resource in helping you achieve the standards expected for an academic work. In addition to reading this booklet, you will find it useful to consult with your thesis committee to determine if any particular style is preferred; e.g., Turabian, APA, MLA, etc. Some departments will require a specific style, while others will leave that decision to the discretion of the student. Whatever style is selected, familiarize yourself with its requirements and be consistent within that style.

A thesis is an academic work; as such, creative use of bold and italics and dramatic changes in point size are discouraged even though word processing packages provide some interesting temptations. Adherence to a traditional format is expected, and this is especially applicable to the cover page, which is standard for every thesis.

Because it is an academic work, sections of the thesis should be identified by appropriate headings. Ordinarily, the use of outline form (ex. I, A, 1, a, or 1.0, 2.0, 2.1, 2.1.1.) should be avoided. Although APA recommends running heads for a publication, these should not appear in a thesis. The thesis writer is expected to proofread the manual for errors in spelling, punctuation, grammar, syntax, subject/verb agreement, sentence structure, and paragraphing. Remember that spell check is not the final solution for spelling problems, particularly insofar as homonyms are concerned. Spell check is an unexpected trap for the unwary student who cannot distinguish differences between "its" and "it's" and "their" and "there." Witness the following poem by Pennye Harper:

*I have a spelling checker;
It came with my PC.
It plainly marks four my revue
Mistakes I cannot sea.
I've run this poem threw it;
I'm sure your pleased too no
Its letter perfect in it's weigh;
My checker told me so.*

Good luck with your thesis. Remember- when it's all done, the rewards will include a completed graduate degree and a feeling of accomplishment unlike anything you've experienced previously in your academic life.

The Graduate School is located in Rendleman Hall, Room 2202. Feel free to stop in any time or call (618) 650-2811 if you have questions about the preparation of your thesis.

A QUICK REFERENCE TO GRADUATE RESOURCES

FOR:

- * Registration of Thesis/Dissertation Title forms
- * Guidelines for the Preparation of A Thesis
- * ProQuest
- * Request for Extended Thesis Credit forms
- * Committee Approval Page forms
- * Help with thesis format and procedural questions

CONTACT:

The Graduate School
Rendleman Hall, Room 2202
(618) 650-2811

E-mail: michero@siue.edu

Graduate Catalog and online forms: [http:// www.siue.edu/graduate](http://www.siue.edu/graduate)

FOR:

- * Research Grants for Graduate Students
- * Faculty and Student Guide to Research with Human Subjects
- * Information on research with animals, biohazardous materials, including Recombinant DNA
- * Mandatory training for Research with Human Subjects

CONTACT:

Office of Research and Projects
Graduate Studies and Research
Rendleman Hall, Room 2202
(618) 650-3010

E-mail: gradsch@siue.edu

Website: <http://www.siue.edu/graduate>



SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

TABLE OF CONTENTS

INTRODUCTION ii
A QUICK REFERENCE TO GRADUATE RESOURCES iii
PREPARING TO WRITE THE THESIS 1
Sample 1 – Registration of Thesis Title.....3
Sample 2 – Request for Extended Thesis Credit4
GUIDELINES FOR WRITING THE THESIS5
Sample 3 – Thesis Cover Page.....12
Sample 4 – Committee Approval Page.....13
Sample 5 – Bell & Howell / UMI Copyright form14
Sample 6 – Abstract15
APPENDICES
A. Suggestions for Style16
Sample 7 - Table of Contents.....17
Sample 8 - List of Figures.....19
Sample 9 - List of Tables20
Sample 10 - Organization of Headings Within the Thesis21
Sample 11 - Style of Figures (Turabian and APA).....22
Sample 12 - Style for Tables (Turabian and APA).....23
B. Student Conduct Code and Student Academic Code.....25
C. A Brief Guide for the Preparation of an Outline for a
Research Study27

PREPARING TO WRITE THE THESIS

1. **Advisory Committee:** An advisory committee composed of at least three graduate faculty members advises the student in the preparation of the thesis, evaluates its quality when completed, and supervises and evaluates the thesis defense.

2. **Thesis Involving Human Subjects:** All research involving human subjects must comply with regulations found in the Faculty and Student Guide to Research with Human Subjects handbook. Both handbook and forms are available on line at <http://www.siue.edu/graduate/humansubjectsprotection/irb.shtml>. Proposals for such research must be cleared by the Institutional Review Board and approved by the Graduate Dean before data collection is started. The IRB Chairperson and the Graduate Dean signify this approval on the thesis title registration form.

Federal regulations require mandatory training for all researchers, including students writing a thesis or dissertation. To access the training web site go to www.siue.edu/graduate. The contact person for human subjects protections in the Office of Research and Projects is Linda Skelton. Phone number for Linda is (618) 650-2958 or e-mail lskelto@siue.edu.

3. **Thesis Involving Animals or Biohazards, including Recombinant DNA:** All proposals for research involving animals or biohazardous materials, including recombinant DNA, must be cleared by the Animal Care Committee or the University Committee on Biosafety and approved by the Graduate Dean before data collection begins. Contact the Office of Research and Projects in the Graduate School at 650-2958 (RH 2202) for further information.

4. **Registration of Thesis Title:** The title of a thesis is filed in Graduate Records using the "Registration of Thesis Title" form (Sample 1). *The form is due by the first day of the graduation term.* This form can be obtained from the Graduate School, Rendleman Hall, Room 1309. After the Graduate Dean signs the form, it remains in the student's file to become part of the permanent file after graduation. Copies of the signed form are also returned to the student and the major department.

During the course of the research, if the student or committee determines that the original title needs to be amended or if the committee membership should change, the same form is used. The student will indicate at the top "Change of Title" or "Change of Committee." For relatively minor change of title, e-mail joolson@siue.edu to record the change. In your e-mail, indicate the old title and how the new one should read.

5. **Course Registration for Thesis:** While working on a thesis or other required creative effort at the Master's level, a student must register for a course numbered 599, specifically designated for that purpose. The thesis ordinarily may be counted for no more than 6 and no less than 3 semester hours.

UNIV 500: If the thesis has not been completed after enrolling in 6 semester hours of 599 (thesis), the student may register in a "course" entitled UNIV 500 at a cost of \$37.50. The policy follows:

Graduate students who wish to access campus resources without registering in course work may enroll in UNIV 500 for \$37.50 per semester. No credit is associated with this "course." Such enrollment will enable the student to have a valid I.D. that permits the use of campus facilities to work on special projects, including thesis and other work leading to the completion of graduate course work. It does not entitle the student to enroll in other course work at the same time, nor does the enrollment meet the criteria for eligibility for various forms of financial assistance, including graduate assistantships.

6. **Research Grants for Graduate Students:** Seed money up to \$500 is available to graduate students for research associated with the development of a thesis and conduct of research. Based on the strength of a proposal, awards are made semi-annually. Details are available in the Graduate School, Rendleman Hall, Room 2202.
7. **Extended Thesis Credit:** Under special circumstances, a student's advisory committee may recommend that the student be permitted to apply as many as 10 semester hours of thesis credit toward degree fulfillment. The form needed to initiate this procedure is the "Request for Extended Thesis Credit" (Sample 2) that is available in the Graduate School in Rendleman Hall, Room 2202.



Southern Illinois University Edwardsville
Graduate Records, Campus Box 1047
Edwardsville, IL 62026-1047
Telephone: (618) 650-3167
Fax: (618) 650-2081

REGISTRATION OF THESIS TITLE

Name Social Security Number Phone Number Date

Street City State Zip Code

Graduate Degree Program Graduate Degree Sought Expected Graduation (Term/Yr)

Thesis Title (please type)

Nature of Research (please type; briefly describe information-gathering method and sources to be used)

Advisory Committee Signatures – Graduate Faculty Only (minimum of three)

- 1. printed name signature
2. printed name signature
3. printed name signature
4. printed name signature

Please complete the appropriate protocols if this research involves the use of (check any involved).....

animals human subjects recombinant DNA biohazardous material

Under University assurance with the respective federal regulatory offices, all research involving animals, biohazardous material, human subjects, or recombinant DNA, including student research, carried out on- or off-campus, must comply with government regulations and University policies.

Reviewed and Approved by the Graduate School:

Chairperson & Title, Appropriate Regulatory Committee Dean, Graduate Studies and Research

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

REQUEST FOR EXTENDED THESIS CREDIT

Name Social Security Number

Street City State Zip Code

Degree Major

State your request clearly and provide a substantive explanation of why more than 6 semester hours of thesis credit is appropriate for your thesis research. Attach a page to this form if more space is needed. Explanation must address the scope and complexity of your project. Your request must be signed by all members of your thesis advisory committee and submitted to Graduate Records for approval. The request should include a statement of the number of hours being requested. With special approval, up to 10 hours of thesis credit can be applied toward fulfillment of degree requirements.

Four horizontal lines for writing the request explanation.

Student's Signature: Date:

RECOMMENDATIONS OF THESIS ADVISORY COMMITTEE:

Chairperson: Printed Name Signature Date

Committee Member: Printed Name Signature Date

Committee Member: Printed Name Signature Date

Committee Member: Printed Name Signature Date

ACTION BY GRADUATE RECORDS:

GUIDELINES FOR WRITING THE THESIS

1. **Thesis Formatting:** The Graduate School regularly reviews theses for acceptability and appropriateness of form. A thesis will ordinarily be rejected if it has misspelled words, is below acceptable standards of academic quality, has less than the required space in the left-hand margin, is inconsistent within itself insofar as form is concerned, or lacks appropriate citation of sources for quoted matter. Other than brief excerpts, copyrighted material may be used only with permission of the copyright owner.

THE STUDENT IS WELL ADVISED TO SUBMIT A DRAFT OF THE THESIS FOR REVIEW IN THE GRADUATE SCHOOL BEFORE ASSUMING THAT THE THESIS IS READY TO BE ACCEPTED.

- a. **Paper:** Good quality 16-pound, 20-pound, or 24-pound weight white bond paper (cotton) is to be used. Copier services call this “resume” paper. Computer printouts are acceptable on computer paper. A very large printout of many pages may be submitted as an accompanying volume to the main thesis. However, computer printouts should be submitted only when they are absolutely essential to a correct interpretation of the text. If not, they should be kept on file by the author.

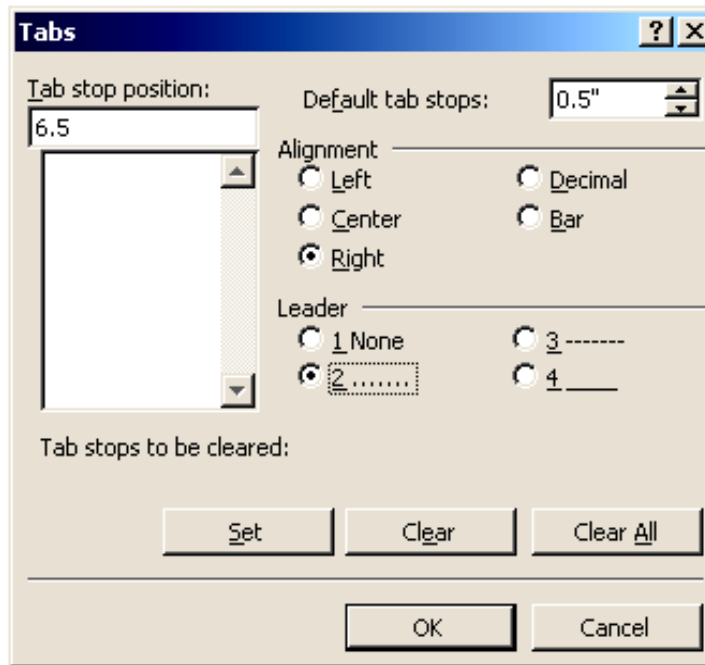
THE THESIS WILL NOT BE ACCEPTED BY THE GRADUATE SCHOOL UNTIL THIS STANDARD IS MET.

- b. **Margins:** On all pages, margins are to be approximately the dimensions shown on the sample cover (title) page. It is especially important to leave the proper marginal space at the left-hand side in order to accommodate binding. Dimensions are: Left-hand side, 1-1/2”; right and bottom, 3/4”; top, 1”. Some flexibility is possible with the set up of margins; however, the left margin *must* be a minimum of 1 ½ inches to allow for binding. This standard applies to all pages within the thesis, including appendices, such as the survey questionnaire and the Letter of Informed Consent. The right hand margin should **NOT** be justified unless proportional spacing is a legitimate capability in the program’s formatting function. Proportional spacing will evenly adjust each line to avoid causing large gaps between words. Such gaps interrupt the word flow and will cause the paper to be judged unacceptable; therefore, if the word processor used does not allow for proportional spacing, justification of the right-hand margin should not be used.
- c. **Typing:** Type on one side of the paper. The text should be double-spaced. Footnotes and long quotations are to be single-spaced. Long quotations are those exceeding five lines. These should be inset eight spaces from each margin. The same word processor must be used throughout. Letter quality print, as produced on a laser print wheel, is expected.
- d. **Selection of Font and Point Size:** Style is a personal decision. Obviously, the point size should be readable without being excessively large or so small that the

print is barely decipherable. Most students use 12-point. The font should provide clarity while presenting an appropriate academic image. Suggestions include Courier or Times New Roman.

The use of bold and/or italics is encouraged (except on the cover page and for major headings). Second or third level headings are more easily seen with bold, for example. Frequently, a thesis will contain a section of definitions, which are more distinctive when seen in bold or italics. Substituting either bold or italics for underline also generates a sharper contrast between words being defined and second level headings that also use underline.

- e. **Page Numbers:** Neither the title page nor the first page of the text receives a number. Copyright page and approval page are not part of the numeration. Pages between the title page and the first page of the text are numbered with lower case Roman numerals centered at the bottom of the page, 3/4" from the bottom edge. Of the frontmatter pages receiving numbers, the first page following the title page is number ii. Pages succeeding the first page of the text receive Arabic numerals right through the bibliography and appendices. With the exception noted above, page numbers should be placed at the top right, 1" from the top edge of the page and 3/4" from the right edge. Double space to the first line of text on the page.
- f. **Spacing:** The body of the thesis is to be double-spaced. EACH CHAPTER SHOULD BEGIN ON A NEW PAGE. Triple-spacing should separate a chapter heading from the first line of the text that follows. Section headings within a chapter can be emphasized by triple-spacing above them and double-spacing below them. Footnotes and bibliographies should be single-spaced, with double-spacing between the entries. For bibliographies in Turabian style, the author's name is placed flush left, and runover lines are indented 3 spaces. In APA, the author's name is indented and runover lines are placed flush left.
- g, **Tab Stops:** The tab stops must be defined in order to have connecting dots from text to the page number.
 - i. Select the paragraph in which you want to insert "....." before a tab stop.
 - ii. On the **Format** menu, click **Tabs**.
 - iii. In the **Tab stop position** box, type the position for a new tab (ex: 6.5 for 6.5") or select an existing tab stop to which you want to add ".....".
 - iv. Under **Alignment**, select **Right** alignment to right justify the numbers.
 - v. Under **Leader**, click leader option "2" to insert the ".....".
 - vi. Click **Set**.
 - vii. Click **Ok**.



- h. **Borrowed Material:** Other than brief excerpts, copyrighted material used in the thesis may be used only with written permission of the copyright owner.
- i. **Illustrative Materials:** These should be handled according to their reproducibility. Charts, graphs, and tables typed or drawn in dark ink will reproduce satisfactorily. Graph lines should be identified by labels or symbols rather than color, and shaded areas should be either cross-hatched or colored. Photographs should have a full range of contrast from black to white.

Oversize charts, graphs, etc., that are larger than the standard page should be carefully folded into the manuscript. Where possible, these should be avoided because the microfilming must be done in sections. Every effort should be made to reduce the illustration photographically or to change the format so that a standard page will be sufficient.

Students may ask the Graduate School for advice on the handling of charts, maps, or other illustrations of unusual size or kind. Large illustrations that cannot be reduced can be folded and mounted on good bond paper in such a way that a reader can easily unfold them. Slides can be included in plastic pocket sheets provided a 1 ½" left margin is preserved.

- j. **Positioning:** Illustrations, especially graphs, charts, and tables should be placed AS CLOSELY AS POSSIBLE TO THEIR FIRST REFERENCES IN THE TEXT. All of these elements should be referred to by number. If a table cannot be accommodated in the space remaining on a page, continue the text to make a full page and place the table at the top of the next page, continuing the text from the position at which the table ends. Each table, illustration, etc., must have a title or caption.

- k. **Formal Elements:** Footnotes, bibliographic entries, various headings, tables and figures, etc. must be presented in consistent format and a style used in the scholarly journal of the discipline in which the research is undertaken. **DO NOT USE RUNNING HEADS.** Students should consult their thesis directors for guidance in choosing a style manual. Whatever the style, it is to be used throughout the thesis. Examples of style manuals include, among others, those of Turabian, the American Psychological Association, the American Institute of Biological Sciences, the Modern Language Association, and the University of Chicago Press.
2. **Title Page:** A sample title page is attached with these guidelines (Sample 3). The style of the cover page is standard for every thesis and should be followed **EXACTLY AS IT APPEARS IN THE SAMPLE.** Do not use bold, italics, underline, or point size larger than standard text. Note the use of cap/lower case on all major words and proper nouns. Center these items in the same way they are centered on the sample page. This page is not numbered, but it is counted as page one of the frontmatter. Frontmatter includes the cover page; abstract (optional); acknowledgments (optional); table of contents; lists of tables, figures, and illustrations (if appropriate); and preface (optional). All headings in frontmatter are considered major headings. As such, they should be capitalized and centered on the page.
3. **Committee Approval Page:** When the thesis is brought to the Graduate School in its final form, the Committee Approval Page (Sample 4), signed by members of the thesis advisory committee, must be included as the first page **FOLLOWING** the title page. It is not numbered. The form is available in the Graduate School or on-line at www.siu.edu/graduate.
4. **Table of Contents Page:** Some latitude in style can be taken with the Table of Contents. It should include, at a minimum, all chapters with major (first level) headings and connecting dots to page numbers. Chapters can be numbered with Roman or Arabic numerals, but whatever is used in the Table of Contents should appear consistently on the manuscript pages. Some students choose to eliminate the use of chapter numbers. This is an acceptable style although it is not highly recommended. Both a left and right justify should be established in the Table of Contents. Consistency must be observed between headings in the Table of Contents and those within the body of the thesis. The Table of Contents page assumes a major (first level) heading entitled "TABLE OF CONTENTS" (without quotes) centered at the top of the page. It is redundant to include "Table of Contents" anywhere else on the page.
5. **List of Tables, List of Figures, List of Illustrations:** These pages are placed immediately after the Table of Contents in frontmatter. They are used to assign page numbers to the placement of tables, figures, and illustrations within the thesis. Not every thesis will require the use of tables, etc. Again, consistency is essential. The headings and legends that describe tables, figures, and illustrations in the frontmatter lists must read exactly as they appear with the table, figure, or illustration in text.

The student and the graduate thesis committee will determine placement of tables, figures, or illustrations. If they are included within text, the rule-of-thumb is that they

should be placed as closely as possible to their first mention in text. Some students and their committees will elect to place them in the Appendix, especially if they are nonessential to the printed matter. Placement of tables, figures, and illustrations is not an either/or; it is permissible to use some of them within the body of the thesis and include the rest of them in Appendix. The temptation to “drop in” these elements at the end of the concluding chapter and *before* bibliography and appendix should be avoided.

6. **Bibliography:** The bibliography lists the sources used in writing the thesis. It is also appropriate to use “Selected Bibliography” or “Works Cited” since it is unlikely the thesis writer will have consulted every possible source on a given subject. Some departments suggest a heading of “References.” This is not as appropriate as a heading for a bibliography unless the citations refer specifically to chapters and pages in books and journals from which specific information has been notated.

Ordinarily, citations are arranged alphabetically by the last name of the author. Runover lines in a bibliography can be handled in one of two ways: Either indent the author’s name 5 spaces and place the runover line(s) flush left – or – Place the author’s name flush left and indent the runover lines 5 spaces. Unless the graduate committee specifies otherwise, each entry of the bibliography should be single-spaced with a double space between entries.

7. **Appendix:** An appendix is not necessarily a requirement for a thesis, but many committees will expect its inclusion. The appendix can contain one or more elements that are supplemental to the manuscript. Where several different elements (e.g., letters, tables, figures, survey) are placed in the appendix, division into parts is preferred. Use letters or numbers to identify the parts, and specify the parts in the Table of Contents. Ordinarily, if the appendix contains several different parts, the appendix is called “Appendices.”

8. **Order:** Title Page

- Committee Approval Page
- Abstract (if required by department)
- Copyright Notice (if copyright has been or is to be claimed)
- Acknowledgments
- Table of Contents with Page References
- List of Figures with Titles and Page References
- List of Tables with Titles and Page References

Text should be clearly organized in accordance with the standards for the discipline, for example:

Introduction and Statement of the Problem
 Review of Related Literature
 Procedure
 Findings
 Inferences, Generalizations, and Conclusion(s)

- References or Bibliography
- Appendices

9. **Submission of the First Draft:** A draft of the thesis *must* be filed with the Graduate School no later than the Friday preceding exam week of the term in which the student intends to complete degree requirements. Students are advised to submit a draft copy of the thesis as soon as one is ready for review even though portions of the thesis may be incomplete.

Do- submit a thesis draft to the Graduate School well before the end of the term in which the degree is anticipated.

Do- work closely with your committee chair and the rest of your committee. Remember that these thesis guidelines are exactly that. They are not intended to supersede the suggestions, recommendations, and requirements presented by your committee.

Do- make sure you have registered your thesis title and that you have met the requirements for research with human subjects.

After the thesis has been reviewed in the Graduate School, and *after* you have successfully defended your thesis, and *after* you have incorporated all committee and format changes into your manuscript, and *after* you have proofread your thesis for typos and other errors for the 99th time, *submit* two sets of your thesis to the Graduate School. One set should be reproduced on bond paper (rag or cotton content), 16-, 20-, or 24-lb weight. Some manufacturers call this resume paper. A second manuscript should be submitted on regular copier paper in black and white including photos, graphs, maps, etc. The two copies submitted to the Graduate School are forwarded to Lovejoy Library where the original is bound and shelved. The “good” manuscript is bound and placed on a shelf in Lovejoy Library, and the other is used for microfiche.

10. **ProQuest/ University Microfilms International (UMI):** Any student who wishes to publish his/her thesis must submit an additional copy of the thesis and an extra copy of the abstract to Graduate Records, Rendleman Hall, Room 1207, along with the ProQuest Agreement Form and appropriate money order payable to ProQuest LLC. Students have the option of traditional publishing (\$55) or open access publishing (\$150) with ProQuest. The benefits of publishing, differences in publishing, Agreement form and instructions are available on-line from ProQuest.

Benefits of publishing your thesis:

<http://www.proquest.com/en-US/products/dissertations/authors.shtml>

Differences between Traditional versus Open Access publishing:

http://www.proquest.com/assests/downloads/products/UMI_PublishingOptions.pdf

Instructions for submitting your thesis:

http://www.proquest.com/assests/downloads/products/UMI_PreparingYourManuscriptGuide.pdf

Agreement Form:

Available on Graduate School website <http://www.siue.edu/graduate/Forms.shtml#studentforms>

If the student wishes to purchase copyright in addition to microfilming, the Copyright Registration form must be completed and an additional \$65 money order payable to ProQuest LLC must accompany the manuscript. The total fee assessed for both traditional publishing and copyright is \$120 or \$215 for both open access publishing and copyright. Also, a page should be inserted in the manuscript behind the committee approval page with the following notation typed on it (see example 5):

Copyright by _____ 20_____
All rights reserved

Note: If the student wishes to copyright without having to pay a publishing fee, the process must be handled independently by calling the Library of Congress in Washington, D.C., (202) 707-3000.

The Relationship of Depression to Subjective
Time Perception in Elderly Persons
in Extended Care Facilities

by Jane Madison, Bachelor of Science

A Thesis Submitted in Partial
Fulfillment of the Requirements
for the Master of Science Degree

Department of Psychology [or School of Nursing]
in the Graduate School
Southern Illinois University Edwardsville
Edwardsville, Illinois

May, 2001

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
GRADUATE STUDIES

WE HEREBY RECOMMEND THAT THE THESIS SUBMITTED

BY _____

ENTITLED _____

PRESENTED ON _____

BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE
DEGREE OF _____

WITH A MAJOR IN _____

Thesis Advisory Committee:

Chairperson

We certify that, in this thesis, all research involving human subjects complies with the Policies and Procedures for Research Involving Human Subjects, Southern Illinois University Edwardsville; Edwardsville, Illinois.

For theses involving animals or biohazardous material, including recombinant DNA, we certify that the research complies with the applicable policies and procedures established by the Animal Care Committee on the University Committee Biosafety, respectively, of Southern Illinois University Edwardsville; Edwardsville, Illinois.

@ Copyright by _____ 20 _____
All rights reserved

ABSTRACT

TITLE

by

AUTHOR

Chairperson: Professor Millard D. Spooner



1. *ABSTRACT*, *TITLE*, and *AUTHOR* are all caps.
2. Double space to the first line of text.

APPENDIX A

SUGGESTIONS FOR STYLE

TABLE OF CONTENTS

| | |
|-------------------------------------|-----|
| ABSTRACT..... | ii |
| ACKNOWLEDGEMENTS..... | iii |
| LIST OF FIGURES..... | vi |
| LIST OF TABLES..... | vii |
| Chapter | |
| I. INTRODUCTION..... | 1 |
| Problem Statement..... | 2 |
| Purpose of the Study..... | 3 |
| Significance of the Problem..... | 4 |
| Theoretical Framework..... | 5 |
| Definition of Terms..... | 6 |
| II. REVIEW OF LITERATURE..... | 9 |
| The Revolution..... | 11 |
| The Civil War..... | 11 |
| Civil War leaders | |
| Battlefields and meeting sites | |
| Famous generals from the North | |
| Famous generals from the South | |
| World War I..... | 16 |
| III. METHODOLOGY..... | 24 |
| Research Design..... | 26 |
| Selection of Sample..... | 28 |
| Procedures for Data Collection..... | 30 |
| Internal sources | |
| Development of the instrument | |
| Distribution of the instrument | |
| Ethical Implications..... | 41 |
| IV. RESULTS OF THE STUDY..... | 43 |
| Analysis of Data..... | 43 |
| Summary of Findings..... | 54 |

Chapter

| | | |
|----|---|----|
| V. | DISCUSSION, CONCLUSIONS, RECOMMENDATIONS | 63 |
| | Discussion of Findings and Implications for Further Study | 63 |
| | Perspectives on Participants and Data Collected with Theories on the Results | 66 |
| | REFERENCES | 74 |
| | APPENDICES | 79 |
| A. | Conceptual Model of Theoretical Framework..... | 79 |
| B. | Sample Letter to Participants..... | 80 |
| C. | Data Collection Worksheet..... | 81 |



Guides to the Table of Contents:

- Major headings require all caps, without bold and without underline.
- Major headings are first level headings. *ABSTRACT* is an example of a first level heading.
- Second level headings require a cap on the first letter of each major word. *Significance of the Problem* under Chapter 1 is an example.
- Third level headings use a cap on the first letter of the first word only unless a word is a proper noun. An example is *Battlefields and meeting sites* under Chapter 2.
- Page numbers assume a right justify.
- *REFERENCES* and *APPENDICES* are capitalized and placed flush left. These are not counted as chapters since they are major sections of the thesis.
- Frontmatter pages are numbered with Roman numerals (lower case) and centered at the bottom.
- Runover lines, seen as second level headings under Chapter V above, are indented at least three spaces.

LIST OF FIGURES

| Figure | Page |
|---|------|
| 1. Jackson's Shenandoah Valley Campaign | 13 |
| 2. Election of 1860 and Southern Secession and Profile of States During the Period 1860-64 | 17 |
| 3. Confederate Raids and Invasions in the West | 19 |

* Headings for figures in this list should be consistent with headings for figures in text.



Guides to the LIST OF FIGURES

- Alignment of numbers under 'g' in Figure.
- Runover line indented at least 3 spaces.
- Right justify of page numbers.
- *LIST OF FIGURES* all caps and centered.
- Cap first letter on all major words and proper nouns.
- Location of frontmatter page number (centered at bottom).
- Single spacing and double spacing.
- Connecting dots to page numbers.

LIST OF TABLES

| Table | Page |
|---|------|
| 1. Political Transformation in New York, Georgia, and Delaware | 34 |
| 2. Distribution of Presidential Vote | 49 |
| 3. Partisan Strength by Types of Regions, Counties, and Farmer-Labor Support | 53 |

* Headings for tables in this list should be consistent with headings for tables in text.



Guide to the LIST OF TABLES

- Alignment of number under 'b' in Table.
- Runover line indented at least 3 spaces.
- Right justify of page numbers.
- *LIST OF TABLES* all caps and centered on page.
- Cap first letter on all major words and proper nouns.
- Location of frontmatter page number (centered at bottom).
- Single spacing and double spacing.
- Connecting dots to page numbers.

ORGANIZATION OF HEADINGS WITHIN THE THESIS

In general, a thesis will contain 2-4 levels of headings, depending on the author's style and the committee's suggestions. As headings decrease in value, they should also decrease in prominence. What follows is one example of style for 4 levels of headings.

First Level. The title of a chapter is considered a first level heading; in other words, it has the highest value. Starting on a new page, it should be centered with all caps and no underline. It will be double-spaced in a "stack" under the chapter number, which is also written in capital letters. This form is strongly encouraged. Example:

CHAPTER II

REVIEW OF LITERATURE

Second Level. Place second level headings flush left with an underline. Use caps on the first letter of each major word. Example:

The Revolution

The Civil War

Third Level. These headings are ordinarily positioned flush left without an underline. To distinguish these from second level headings, only the first letter of the first word will assume a capital unless the word is a proper noun. The use of italics is effective with third level headings. Example:

Civil War leaders

Battlefields and meeting sites

Fourth Level. Seldom does a thesis require four levels of headings. When a fourth level is used, the style can take a number of different forms. One of the more typical is the placement of the heading within the paragraph with the first line of text followed by a period. Bold type can be effective with this style. Expanding on the third level heading shown above, following is an example of this style:

Civil War leaders

Robert E. Lee. Perhaps one of the most famous names associated with Civil War history is that of Robert E. Lee who...

NOTE: Style is an individual decision. Heading style presented here is only a suggestion; others can be found in numerous style manuals, such as Turabian and APA. Determine a style that works for you, and be consistent with it. There is no "wrong" way as long as consistency is established and maintained.

SAMPLE FIGURE - Turabian Style

Use a triple space to the body of the figure, and leave at least 3 blank lines between a figure and its caption.

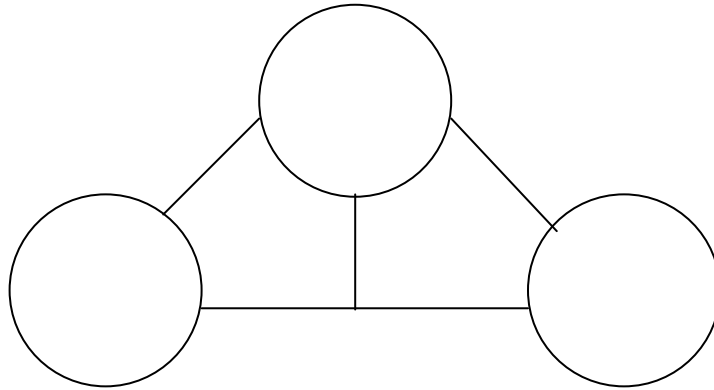


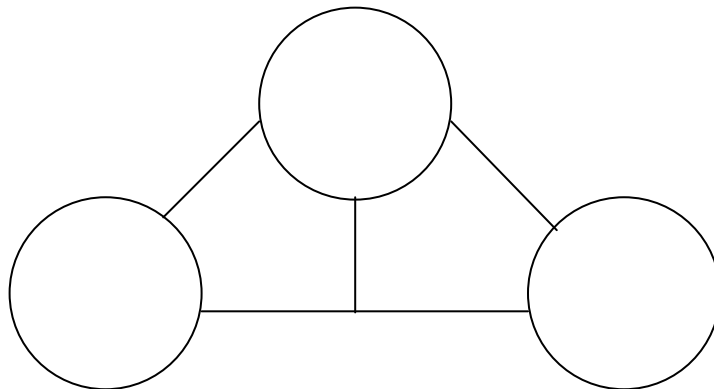
Fig. 4. Changing reproductive linkages in a species comprising fourteen populations.

Leave a triple space between the caption and the first line of text following the figure and its caption.

SAMPLE FIGURE - APA Style

Again, APA Style is very generous with allowance for space between lines of text and figures ...

Figure 4. Changing reproductive linkages in a species comprising fourteen populations.



Guides to Figures

1. Note the placement of the figure legend (below the figure in Turabian and above it in APA). APA spells out the word 'Figure' and puts the legend flush left.
2. Single spacing (Turabian) and double spacing (APA).

SAMPLE TABLE - Turabian Style

Assuming that this is the last line of text. Space down three lines...

Table 10

ESTIMATED NATIONAL INCOME OF INDIA AT 1948-49 PRICES
1900-1901 to 1930-11 BY SELECTED YEARS

| | 1900-1901 | 1910-11 | 1930-31 |
|--------------------------------|-----------|---------|---------|
| <u>Total Income</u> | | | |
| Amount | 51,000 | 67,410 | 76,430 |
| Index | 100.0 | 122.1 | 126.5 |
| <u>Agricultural Production</u> | | | |
| Amount | 39,760 | 44,330 | 38,070 |
| Index | 100.0 | 111.5 | 95.7 |

Source: R.V. Rao, A.K. Ghosh, and M. Darta, Papers on National Income and Allied Topics, Avila Publishing House, 1962, 22-23.

Guides to Tables

1. Tables and figures must be presented **CONSISTENTLY** throughout the thesis.
1. Turabian and APA are the preferred styles but some software packages provide a different look. Tables, in particular, are much cleaner if you avoid dividing data into cells. Notice the absence of vertical lines and blocks/cells in the samples provided here.
2. Note the positioning of the table number and heading (all caps in Turabian). APA style uses cap/lower case and underline for the heading as seen in Table 15 on page 25.
3. Every table should have a line at the bottom to indicate the end of data. Table lines should extend the width of the data set. Lines should be parallel and all lines should assume the same length.

SAMPLE - APA Style

APA style permits great latitude with regard to spacing. Use at least a double space to begin the table ...

Table 15

Mean Numbers of Correct Responses by Children With and Without Pretraining

| Group | n | Grade | | |
|--------------|----|-------|-----|-----|
| | | 3 | 4 | 5 |
| Verbal Tests | | | | |
| Girls | | | | |
| With | 18 | 220 | 297 | 301 |
| Without | 19 | 240 | 251 | 260 |
| Boys | | | | |
| With | 19 | 281 | 290 | 306 |
| Without | 20 | 232 | 264 | 221 |

Note. Maximum score = 320.

Scores are reported for the number of children out of 20 in each group who completed all tests.

Whether you use APA, Turabian, or any other style, be consistent in the preparation of tables, particularly with regard to spacing and the use of capital and lower case letters. Note that APA calls for double spacing throughout the manuscript.

APPENDIX B
STUDENT CONDUCT CODE
AND STUDENT ACADEMIC CODE

STUDENT CONDUCT CODE AND STUDENT ACADEMIC CODE

Students enrolling in the University assume responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with the Student Conduct Code and the Student Academic Code. These documents describe the University's expectations for student social and academic conduct, the process utilized for adjudicating alleged violations, and sanctions that may be imposed for violation of the standards.

The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism. Plagiarism is defined as including, without limitations, the act of representing the work of another as one's own. It may consist of copying, paraphrasing, or otherwise using the written, electronic, or oral work of another without proper acknowledgement or consent of the source or presenting oral, electronic, or written material prepared by another as one's own. Plagiarism also includes using information from electronic resources, including the Internet, without the use of citations.

Instructors may impose sanctions for academic cheating in accordance with the Student Academic Code. Sanctions, which may be imposed for violation of the Student Academic Code, range from a failing grade on an individual assignment through separation from the University. Students who have questions relative to academic ethics and academic misconduct should consult with their advisors or instructors.

Copies of the Student Conduct Code and Student Academic Code are available in the Office of the Vice Chancellor for Student Affairs, the Office of the Provost and Vice Chancellor for Academic Affairs, the offices of Graduate Studies and Research and the Registrar, and the Office of the Dean in the School of Dental Medicine.

APPENDIX C

A BRIEF GUIDE FOR THE PREPARATION OF AN OUTLINE FOR A RESEARCH STUDY

A BRIEF GUIDE FOR THE PREPARATION OF AN OUTLINE FOR A RESEARCH STUDY

A. INTRODUCTION

In either outline or paragraph style, state the conditions, situations, facts, concepts, and experiences in which the problem had its origin - the sequence of thought that led up to the problem.

B. THE PROBLEM

1. Statement of Problem
2. Explanation - identify elements broadly
3. Basic Assumptions
4. Hypotheses, if appropriate
5. Definitions
6. Delimitations
7. Limitations
8. Purpose(s) or Objective(s)
9. Justification or Merits of the Study

C. REVIEW OF RELATED LITERATURE

D. PROCEDURES

1. Nature and sources of bodies of evidence (data) needed to solve problem including steps to identify and select sources and to determine sample size.
2. Plan for collecting and recording data - including specific steps to develop and pretest instruments and to record information.
3. Processing data - checking, analyzing, comparing, statistically treating, tabulating, charting, graphing, or whatever must be done to the data to produce the findings. Determining scope and adequacy. Applying inductive and deductive reasoning.
4. Drawing inferences, conclusions, generalizations, and recommendations.

E. BIBLIOGRAPHY

Should include all works consulted in preparing the thesis, whether or not they have been cited directly in the text. The referencing system and bibliography should correctly and consistently follow established practices of the discipline as are found in published style manuals. Only one system of referencing is to be used throughout and should be accompanied by a single bibliography or reference list.

F. APPENDICES

Items to be included in appendix might consist of instruments, tests, statistical formulas, raw scores, or whatever else may be useful to the reader but is not essential to the body of the thesis.

NOTE: Parts A; B; and C may constitute Chapter I of the thesis or dissertation, or D may be a separate chapter, which may either precede or follow the chapter on related literature.