

# **Overall Process for Master's Thesis Degree Completion**

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- Complete course work and all other departmental requirements.
- Select a thesis chair and committee (see this section for the different kinds of committees).
- Prepare and submit a proposal to your supervisor or committee for review and approval (see Figure 1).
- For theses involving research on human subjects or animals:
  - Prepare for conducting research with human subjects by completing the CITI training @ [www.citiprogram.org/](http://www.citiprogram.org/). Create a log-in/password and affiliate with EMU. Select training to complete; confer with your faculty mentor. The training is free of charge.
  - Complete and submit form to your **college** Human Subjects Review Committee and receive approval for research using human subjects. If you will be studying animals, seek prior approval from the University Animal Care and Use Review Committee. See Office of Research Development, Regulatory Compliance website, <http://ord.emich.edu/>.
- Make sure you know the thesis submission process and deadlines specific to your department in case there are extra steps involved.
- Register for thesis credits.
- Begin research; gather, analyze, and integrate findings.
- Receive chair's approval of thesis prior to submission to the committee for defense.
- Give copies of your completed thesis to your supervisor or committee in a timely manner to ensure that the faculty involved with your thesis have enough time to read the thesis before you are due to submit it to the Graduate School.
- Consult UMI Copyright information to be sure you seek copyright permission from authors to use long quotes, illustrations, data tables, and so on taken directly from a source. Log into [www.etdadmin.com/emich](http://www.etdadmin.com/emich) and create an account. Consult the resource material. You will later return to submit the final, approved document once the Graduate School signs off.
- Make content and editorial corrections and obtain document approval from the supervisor or committee chair, graduate coordinator and department head/school director, as required.
- Collect the signatures required by your thesis approval form in preparation for submitting your thesis to the Graduate School.
  - Defend thesis (if that is department practice). Committee members will provide suggestions for the manuscript. Typically, committee members (not the chair) sign the approval form at the defense meeting.
- **You may choose to hire an editor to prepare the document for online posting and worldwide access.**
- Submit thesis to the Graduate School for review of the format, punctuation, spelling, and grammar. Include the signed *Thesis Approval* form. Include the *Thesis Information Form* so the reader can contact you.

- **Note:** ONLY 30 PAGES WILL BE FULLY READ WITH NOTES INDICATING GENERAL ISSUES TO FIX THROUGHOUT THE DOCUMENT.
- Revise document until it meets Graduate School standards, and submit a clean version for final approval by the Dean of the Graduate School.
- **REQUIRED:** When edits have been approved, you will be contacted by the Graduate School Reader by email and given permission to upload the final document. Log into [www.etsadmin.com/emich](http://www.etsadmin.com/emich) and create an account if you have not done so already. You will upload the document as a PDF; the resource material has information explaining that process. Follow submission steps; see UMI submission handout for details. Note that once you submit to UMI, they send the document to the EMU library for posting to the Halle Library's website, Digital Commons. Your document is then searchable on the internet.
- **REQUIRED:** During the UMI submission process, you will be asked about immediate or delayed posting online – the embargo process. This means you can delay posting while you wait for patent to be approved, journal article published, and so on. The EMU *Rights and Permission* form will also pop up; please print, fill out, sign, and send to the Graduate School. You may mail it to 200 Boone Hall, Ypsilanti, MI 48197, or scan and send as an email attachment, or fax to 734-487-0050.
- **At the beginning of the semester** in which completion seems feasible, submit application form for graduation. This form can be found on the Records and Registration website. Submit the form, graduation fee, and current copy of your program of study to Student Business Services. Your graduate advisor signs off on the graduation audit and submits thesis course grades to the Office of Records and Registration.
- Attend graduation (optional). Order cap, gown, and hood from the bookstore. See Records website for link to commencement details.

REMEMBER: Review and editing by the Graduate School reader will NOT begin until the Approval Form, Information Sheet, and evidence of human or animal subject approval (if required) have been submitted.

## Checklist and Common Errors

Complete these steps before submitting the thesis to the Graduate School for approval:

- Check the spelling on the title page.
- Have you listed your degree properly?
- Is the approval form signed by your thesis chair, all committee members, and your department head or school director?
- Does the abstract have no more than 350 words?
- Is there a 1.25" left-hand margin and at least 1" margins on the right, top, and bottom of each page? It can be 1" if you will not have the document bound as a book.

- Have you run a spell and grammar-check?
- Are the levels of headings correct?
- Do all headings and page numbers in the table of contents match those in the text exactly?
- Are all sources listed in the references list (or works cited) mentioned in the text?
- Are all citations in the text listed in the reference list (or works cited)? Double check alphabetization.
- If the thesis involved research using human or animal subjects, did you include a copy of your approval letter?
- Did you receive authorization for use of published material that is not covered under fair use?

**NOTE: Thesis submitted for editing are not to be bound in any way: no holes punched, no staples, no notebooks. Writing must be on one side of the page only.**

Check and fix the following COMMON ERRORS BEFORE submission:

- Font is 12-point Times New Roman.
- The right margin is NOT justified – align only the left side.
- Preliminary pages are numbered with lower case Roman numerals.
- The abstract comes before the Table of Contents.
- The headings in the Table of Contents match those in the text exactly.
- People are referred to as “who” and not “that.”
- Commas and periods are inside quotation marks (e.g., “....documentation provided.”).
- “et al.” ends with a period.
- Single quotation marks are used ONLY within double quotation marks.
- “Led” is used as the past tense of “lead.”
- “Predominantly” is used, not “predominately.”
- Something is “greater **than**” something else, not “greater in comparison with” or “greater relative to.”
- Each table and figure is on one page (not spread over two) whenever possible.
- Permission has been sought for items taken directly from a source. If not, this is a copyright infraction. Use Internet sources to seek permission for long quotes, images, other illustrations/models, data tables, and so on. Or refer to them/cite them in your document without copying them directly.