

Eastern Michigan University
Graduate School

Thesis Manual
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Introduction: What Is a Thesis?

A thesis is the documentation of your original research or scholarship that serves as partial completion of graduation requirements for a master's degree. Typically, a thesis author completes the tasks identified below. However, each department, school, or program may have its own criteria, and it is best to discuss requirements with your faculty advisor.

- Introduce a problem and explain its background.
- Ask one or more research questions or state one or more hypotheses.
- State objectives of the research or project.
- Explain what other scholars have written on the topic.
- Design and describe a research method or project procedures..
- Collect and analyze data or other information and explain findings or outcomes.
- Form conclusions and identify issues for further inquiry.

Not all master's degree students are required to complete a thesis for graduation. Some students may complete a final project, an exam, or an internship. Check with your department, school, or program to determine your options.

Why Write a Thesis?

The primary purpose for writing a thesis is to explain new knowledge or develop new understanding about a specific topic. It is a piece of scholarship your thesis supervisor/committee will help you craft, refine, and polish. It is a wonderful opportunity to work with experienced researchers and faculty mentors. The work is then shared around the world through inclusion in EMU's institutional repository and submission to the ProQuest Dissertations & Theses Global database, where theses in full text are accessible online.

Your thesis may serve many functions:

- add to the body of knowledge in your discipline,
- provide a foundation for future research in your discipline,
- become the basis for presentation of your research at professional and academic conferences,
- be adapted for publication as an article or book, and
- attract interest from current or potential employers.

Part One: Initial Thesis Process

The following list delineates what you need to do before you begin writing your thesis. More detailed information about this process is explained following this list.

- Select a thesis chair and committee.
- Register for thesis or independent study credits, according to your department, school, or program's protocols.
- Prepare and submit a proposal to your committee for review and approval.
- If your research includes human subjects or animal subjects, complete, submit, and receive approval for research using human subjects or animals **prior to collecting data**. Note: You may need to complete online training modules available through the EMU Research Compliance website. Please discuss which modules to complete with your research mentor. For more information, see the EMU Research Compliance website (<http://www.emich.edu/research/compliance/>).
- Make sure you know the thesis submission process and deadlines specific to your department, school, or program in case there are extra steps involved.
- Begin research; collect and analyze data, and integrate findings.
- Prepare thesis draft for committee review and approval.
- Submit application form for graduation at the beginning of the semester in which completion seems feasible.

Chair and Committee Selection

Thesis Chair. Every student writing a thesis needs a thesis chair, a faculty member who serves as a mentor throughout the thesis process. The responsibilities of a thesis chair include:

- oversee the final phase of your master's program,
- facilitate your thesis committee,
- help you develop a proposal,
- guide your research,
- assist with document editing,
- determine with the rest of your committee or readers when your work is ready for defense, and
- chair the thesis defense meeting

You will need to identify a thesis chair on the basis of the following suggested guidelines:

- Try to choose a chair whose research interests match your own.
- Select someone from your academic department, school, or program with whom you feel comfortable working. This is frequently a faculty member from whom you have taken one or more courses.
- Choose a chair who will have time to spend on your project. Be sure that he or she will not be away on sabbatical or leave of absence during the final stages of your thesis.

Thesis Committee. After you choose your thesis chair, you will need to establish your committee. Depending on your program, you may only have one other faculty member serving as a “second reader”, or you may be working with a group. Check with your department, school, or program to find out what kind of committee you need to form and if there is a customary approach to selecting second readers or committee members.

For larger committees, there should be no more than five members, including the thesis chair. At least half of your committee members must be from your academic department, school, or program. The committee may also include one faculty member from outside your department or school, typically from your cognate field of study. Choose individuals who represent aspects of your research interest (e.g., the major theme, minor elements, the research design methods). One member may be from off campus (e.g., faculty from another institution, alumni, community members, corporate partners, internship supervisors, emeritus faculty). Persons external to the University must have at least a master’s degree (*see Figure 6, Master’s Thesis Committee Approval Form*).

Topic Selection

The selection of a thesis topic is an important process. You will spend many months conducting research and writing about the findings; therefore, you should be passionate and excited about your topic. Your faculty mentor will be able to help you select an appropriate topic, but here are some points to keep in mind:

- Your thesis should present either new information on a subject or a fresh analysis of existing data.
- The topic should be specific enough to be manageable but general enough to stimulate further research.
- You should not embark on a project for which you lack the necessary time or resources.

If your study requires equipment and supplies, make sure you have the monetary resources to be able to sustain the project. Check with your committee chair, the Graduate School, or the Office of Research Development about applying for grant funding to support your research. You may also request funding from the Graduate Student Research Support Fund. Resources for Grant writing may be found on the Graduate School website at www.emich.edu/graduate.

Thesis Proposal

After you have selected a topic, the next step will be to write a thesis proposal. Your proposal is basically the research plan, clearly describing the goals of your study and how you expect to accomplish them. It should be thoughtful, well written, and scholarly.

Proposal Format

Although departments, schools, and programs may have specific format requirements, the outline below can be used as a general format for writing a proposal. Be sure to check with your thesis chair or supervisor for information on any discipline-specific format requirements. Proposals are typically 10 to 20 pages long and include sections you can later incorporate into your thesis (e.g., Introduction, Literature Review, and Methods). You should use the chosen style guide of your discipline/department, school, or program in preparing the proposal.

Title Page. Include the title of the thesis, your name, the date of the proposal, and the names of your thesis chair and committee members.

Introduction, Problem Statement, and Background. Give a general introduction to the issue or research topic. State the problem or question and provide background information supported by literature review. Note how past research has addressed the problem, and identify similarities or differences in their methodology or findings that have drawn you to study the problem.

Purpose of the Study. Briefly state what you hope to accomplish with your research or project.

Justification and Significance. Give specific reasons why this proposed research is important and how it will contribute to the discipline. Again, include citations from relevant literature.

Research Question(s) or Hypothesis(es). From an understanding of the research problem, develop (a) concisely phrased research question(s) or hypothesis(es) that will be tested.

Methods. For research in the arts, humanities, and some social sciences, a discussion of methods amounts to a discussion of the theoretical framework you have chosen for your investigation. For quantitative or other qualitative research in a variety of disciplines, a methodology section describes the proposed research design and includes the reasons for selecting each element of the methodology, identifying the advantages and disadvantages. Detail the following:

- a) study design;
- b) study type (e.g., qualitative or quantitative methods);
- c) study population, sample, sampling frame, and sampling techniques;
- d) data gathering procedure(s) and instrumentation(s);
- e) measures to insure safety and confidentiality for human (or animal) subjects;
- f) data analysis; and
- g) timeline.

Definition of Terms. Some disciplines expect you to create a glossary to define the terms used in your study. Check with your thesis chair. Even if you do not have to create a glossary, it will be essential for you to define the key terms of your project in your introduction.

Limitations/Delimitations of the Study (optional). Specify aspects of the study and methodology or conditions imposed by the design itself that may limit quantitative or qualitative findings and outcomes. Also identify delimitations or conditions imposed by the researcher that may limit findings or outcomes. In many qualitative studies, the boundaries of the study may be

integrated into the discussion of context and framing of the issues and need not constitute a special chapter or section of the thesis.

Proposal Guidelines

Meet with your thesis chair and committee to discuss methods and procedures. If there is agreement, your project will be approved. It is then kept in your student file in your department or school (*See Figure 7, Master's Thesis Approval Form*). The following are a few reminders regarding the proposal:

- Important points must be supported by citations of important research and theory.
- References should include classic texts as well as current sources that have been published within the past five years.
- Second-hand references should always be used with caution. Please consult with your disciplinary advisor regarding their appropriate use in your proposal.

Popular magazines, such as *US News and World Report*, *Newsweek*, *Time*, and popular websites, such as Wikipedia and CliffsNotes® are not appropriate references.

Permission to Conduct Research Involving Human or Animal Subjects

If you plan to use human subjects in any part of your research, you must first submit a new project application.

The University Human Subjects Review Committee (UHSRC) provides regulatory oversight for the protection of human subjects in research studies. The college subcommittee will review your methods to evaluate the research-related risk to human subjects, as well as to protect the confidentiality or anonymity of all participants. **You may not begin any research involving human subjects until you have received exemption or approval from the UHSRC.** Consult the EMU Research Compliance website at <http://www.emich.edu/research/compliance/>. See the application process and guidance section for information, forms, and submission procedure for Human Subjects approval.

If you will be using animal subjects in any part of your research, you must first submit an *Application to Use Vertebrate Animals* (this can be downloaded from the EMU Research Compliance website, <http://www.emich.edu/research>, along with the Instructions for Completing the Application) and your full research proposal to the Institutional Animal Care and Use Committee (IACUC) at the Office of Research Development and Administration, 200 Boone.

Note: A copy of the approval letter or email from the UHSRC or IACUC (not the application form) must be submitted to the Graduate School along with your thesis. The thesis will not be accepted for editorial review until this form accompanies your document. It is the student's responsibility to make sure this is done.

Registration for Thesis Credits

Once the thesis committee approves your proposal, the academic department, school, or program will issue permission to register for thesis credits and you may register online.

If more than one semester is required to complete your thesis, it is not necessary to request an extension from the Graduate School. An “IP” or in-progress grade for incomplete is carried forward until final sign-off is achieved. The thesis chair will submit *Change of Grade* forms when all work and editing are finished.

When to Conduct the Research

For those working with human or animal subjects, data collection may begin only **AFTER** you have received human or animal subjects approval.

You must follow your proposed and approved research methods unless they prove to be unsatisfactory, at which point you must develop alternative methods with your committee’s approval. If changes in methods need to be made, additional human subjects (or animal care) approval may be necessary; submit a revised project application. Consult your committee chair.

Part Two: Writing the Thesis Manuscript

This section will explain the process of writing and how the thesis manuscript is organized.

Note: In the end, your document will be submitted to ProQuest, and they will forward it to the EMU Library to post in the institutional repository. Consult ProQuest resource material and copyright information. Log into www.etsadmin.com/emich, create an account, and explore the Resources and Guidelines section. You will later submit the final, approved document after the Graduate School approval is granted.

- Receive chair's approval of thesis prior to submission to the committee.
- Provide copies of your thesis to your committee members in a timely manner to ensure that they have enough time to read the thesis before you are due to submit it to the Graduate School. Check with your thesis advisor to determine the customary reading time for thesis committees in your department, school, or program. In the absence of any determined date, provide copies of your thesis to your committee members at least two weeks before the date you intend to submit it to the Graduate School.
- Defend thesis (if required). Committee members will provide suggestions for the manuscript. Typically, committee members sign the approval form at the defense meeting.
- Make content or editorial corrections suggested by committee members. You may choose to hire an editor to prepare the document for online posting.
- Collect signatures required by your thesis approval form from the committee chair, department, school, or program head/school director or program director/coordinator, and dean.

Preliminary Pages. The preliminary pages, which appear before the main body of text, are numbered with lower case Roman numerals, except the first page, which is not numbered. They must be in the following order:

- Title Page (*See Figure 1, Sample Title Page*).
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- List of Tables (required if there are two or more tables)
- List of Figures (required if there are two or more figures)

Abstract. Required (*See Figure 2, Sample Title Page*). Double-spaced and limited to 150 words. The abstract is a short summary of the WHOLE document. It should briefly state:

- research problem, research questions or hypotheses, study's objectives,
- methods and procedures,
- most important results, and
- most important conclusions.

Table of Contents. Required. Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. The following rules apply:

- The wording of headings in the Table of Contents must correspond **exactly** to the wording of those headings in the text.
- Preliminary pages with page number references must be listed (except for the title page and the Table of Contents themselves).
- Include a listing of the preliminary pages with page number references (except for the title page and the Table of Contents pages themselves).
- Ellipsis marks, also called “dot leaders,” to page number references are required. Use your computer’s tab format settings; do not type a row of periods.
- Do not list individual tables or figures in the Table of Contents.
- Make sure that the levels of headings match in the Table of Contents and the text itself. *See Levels of Headings (Figure 3) and Table of Contents (Figures 4 and 5).*

List of Tables, and List of Figures. If your thesis contains two or more tables, you must create a List of Tables. Likewise, if you have two or more figures, create a List of Figures. Format these lists as you would a Table of Contents. Include these lists in the preliminary pages section after the Table of Contents. Make sure titles are identical from text to table. See p. iii of this manual for a sample List of Figures.

Your Table of Contents, List of Figures, and List of Tables should be created systematically. Consult the owner’s manual for your word-processing software and follow their suggested procedure. This will facilitate future changes that may have to be made.

Text Pages. These include the body of the thesis, including the problem, literature review, methods, results, discussion, and conclusion. It is usually divided into chapters or sections. If chapters are used, each one starts on a new page. These pages are numbered with Arabic numerals, except the first page of text, which is not numbered. **Again, the format may vary based upon department, school, or program practices; consult your committee chair.**

1. **Introduction (Chapter One).** Problem statement, background, justification, and significance provide a general introduction to the issue or research topic. State the problem and provide background information. Explain why the problem is significant. Include a literature review that highlights how past research has addressed the problem and note similarities or differences in methods or findings. Give specific reasons why your proposed research is important and how it will contribute to the discipline.

Purpose and Objective(s) of the Study. Clearly state the purpose and objective(s) of your research.

Research Question(s) or Hypothesis(es). Form an understanding of the research problem and related literature, develop a concisely phrased research question(s) or a hypothesis(es) that will be tested or studied.

Theoretical Framework. Some department, school, or programs require a thesis to be grounded in discipline-specific theory or theories. Explain why the theoretical framework selected or created for your study is appropriate and how it will be used.

Review of Literature. Drawing on literature in the discipline and related disciplines, discuss the work of previous scholars that supports, offers a counter position, and provides a context for your study. Literature should be cited regarding all research variables to be explored in the study. An effective literature review is not a mindless set of citations strung together (“Smith said,” “Jones noted”). Instead, it frames and contextualizes the topic. In qualitative studies, the researcher may return to relevant literature in later chapters in order to expand the interpretive analysis of key themes.

2. **Methods (Chapter Two).** Describe your research methods, providing enough detail so that other researchers can replicate or evaluate your work. Provide the same information that was previously suggested in this manual for the proposal.
3. **Results (Chapter Three.)** Present data and findings from your research. Explain tables and figures; don’t assume your readers will interpret them the way you do.
4. **Discussion (Chapter Four).** Provide a systematic analysis of the results of your study. State how the results relate to your research question(s) or hypothesis(es).
5. **Conclusion(s) (Chapter Five).** Summarize how your findings compare to the literature and prior research. Where appropriate, identify additional limitations of the study that were unexpected and encountered during the research process. Discuss the implications of your study and possibilities for further research.

Note: Your committee may have you combine Chapters Four and Five.

Manuscript/Alternative Format. The Graduate Council at Eastern Michigan University has endorsed an alternate approach to theses. In addition to the current approach of five or six chapters, two options are offered. Consult your thesis chair regarding practices within your discipline.

1. A thesis might include the first four chapters noted above and the fifth chapter in the form of an article disseminating your research that is fully prepared for publication in the required format/style guide required of the journal.
2. Three articles prepared for publication are submitted as the thesis: articles for submission to three journals that are prepared in the style guide required by each publication or three articles addressing three aspects of the research.

The purpose of including the article(s) prepared for publication is to disseminate findings, add to the knowledge base in the discipline, and prepare the graduate student for advancement in academe. By preparing an article for publication, the student joins his/her colleagues in staying abreast of developments in the field, promotes the exchange of ideas, and describes emerging techniques for future research. Publication of the article upon graduation assures sharing of the

information before the graduate becomes immersed in the responsibilities of a developing career. The published article becomes a key element in professional portfolio, resume, or vitae and may be presented at a professional conference.

The thesis article must carefully adhere to the guidelines of the professional publication(s) in the academic discipline. The author will be required to submit the formal guidelines of the publication with the completed thesis. The article will include an abstract, title, text, tables, charts and graphs, conclusions, appendices, and references/bibliography, again as required by the journal.

Approval process for an article in a thesis:

- Choose a professional publication appropriate for your research. Copy guidelines for yourself and your thesis chair.
- Generate a title and abstract.
- Submit the title, abstract, rough draft of content, and publication guidelines to committee chair for approval.
- Like any other thesis, the committee will approve the overall document including article(s) before submission to the Graduate School.

Your faculty chair will guide you through the writing process as you develop your text, determine tables, charts or graphs, and select references. You may wish to refer to readings related to publication of articles including [“Tips for Greater Success in Writing Journal Articles”](http://roghiemstra.com/writingtips.html) by Robert Hiemstra (<http://roghiemstra.com/writingtips.html>).

Numerous steps are involved in writing publishable articles, including brainstorming and the initial writing, text development and editing, revisions after evaluative feedback from faculty, and final editing. Follow the publication guidelines carefully for a successful article submission. Once the thesis is approved, the Graduate School encourages immediate submission to the publication. Disciplines cannot flourish unless research is shared.

Footnotes or Other Sources of Documentation. The format and style of documentation of sources vary from discipline to discipline. Consult your discipline’s style manual (Table 1) and your thesis chair for the appropriate format. Use the chosen format consistently throughout the thesis.

Tables and Figures. Tables and figures may be included within the text or on separate pages. Detailed guidelines are given in the discipline-specific style guides. Refer to them for exact requirements for the presentation of tables and figures in the text. Table headings go above the table; figure captions go below.

Supplementary Pages. The supplementary pages are the sections that follow the body text. They are numbered with Arabic numerals, continuing from the text, and may include:

- References (or Works Cited)
- Bibliography (or Works Consulted)
- Appendix or Appendices
- Index
- Curriculum Vitae

References (or Works Cited). Required. Your References section should include *all* the sources cited for which you have footnotes within the text, and *only* those sources. Follow your style manual for the correct format.

Bibliography (or Works Consulted). Optional. A bibliography is a list of all the books, articles, Web sites, and so on that you read as part of your research, even if they are not cited in your thesis. Follow your style manual for the correct format.

Appendix or Appendices. Required for some disciplines. These are documents that support information in the text. An appendix might include:

- data-gathering instruments or questionnaires;
- supplemental data or information from a secondary source;
- letter approving use of human or animal subjects; or
- any pertinent correspondence, such as permission letters.

Format for Appendix/Appendices:

- If there is more than one appendix, the first page of the Appendix section should be a cover sheet on which the word “APPENDIX” or “APPENDICES” is centered.
- Appendices are labeled with all-cap letters, not numbers (e.g., Appendix A).
- Each appendix must have a specific title (e.g., Appendix B: Survey Form).

Index. Optional. Use an index if your thesis contains specific concepts or key words that a researcher may wish to go to directly. Check your word-processing software manual for instructions on how to create an index.

Curriculum Vitae. Optional. Some department, school, or programs want the student to include a detailed résumé or curriculum vitae.

Plagiarism and Fair Use

The Graduate School requires all dissertations and theses be checked for plagiarism using a plagiarism detection tool such as TurnItIn. Plagiarism is grounds for **failing degree completion or having the master's degree withdrawn.**

Please check with your department, school, or program for additional information about specific procedures and policies.

The “fair use” clause in copyright law allows students to use others’ work under certain conditions. ProQuest has developed a set of guidelines for determining whether dissertations fall within the category of “fair use.” Some of these guidelines are listed below.

- Always give credit for data or an idea even if it’s not a direct quote
- Avoid quoting throughout your manuscript more than a total of one and one-half pages, single-spaced, from any one published source.
- Avoid photocopying significant amounts of text pages from published materials. Even if you created the original material, you may not own the right to distribute the work.
- You may photocopy only one page of graphics from any single published source.

Use of First Person

In many qualitative theses, where the researcher is the primary “instrument” and makes ethnographic observations, conducts interviews, or locates his/her position as action researcher or participant observer, it is appropriate to use the first-person voice. Discussing and analyzing the researcher’s role in the study is often a necessary part of a “subjectivity audit.” Students using the APA style guide have its full sanction for this practice. Others should consult their own style guide and, when in doubt, their thesis chair.

Style Guides

Professional or scholarly style guides provide rules and guidelines for writing and formatting academic manuscripts. They deal with such questions as:

- How should the thesis be organized?
- What is the proper way to cite and list sources?
- When must numbers be spelled out?
- What is the correct spacing for numbers in a mathematical equation?
- How are tables and figure captions formatted?

Every student who writes a thesis must adhere to a style guide. Upon submitting the thesis to the Graduate School, you **MUST** identify on the Thesis Information Sheet the style guide you used; the Graduate School reader will use that to check for compliance.

Exceptions to the style guide requirements may be made to a document's format to accommodate submission to a journal or other publication. In such cases, you must supply the thesis reader with a photo copy of the style guide you used or a link to it online.

Physical Specifications of the Manuscript

The physical specifications of a thesis include every aspect of the document, from its appearance – including required margins, spacing, and font size – to all formatting details. The requirements in this section are specific to all theses submitted to the Eastern Michigan University Graduate School.

NOTE: If a conflict arises, the rules in this section override approved style guides (e.g., APA, Chicago).

Table 1
Format and Requirement for EMU Thesis

Page Size	8.5 x 11 inches
Left Margin	1.25 inches or 1.0 inch if document will not be bound
Top, Bottom, Right Margins	1.0 inch
Font Style	Times New Roman or other serif font
Font Size	12-point
Spacing	Double

Pagination

Because the thesis document resembles a published book, the pagination can be tricky.

- The title page is p. i, but it is not numbered.
- Preliminary pages (after the title page, and before the body of the text; this includes pages up to the List of Tables and/or List of Figures pages) are numbered in lower-case Roman numerals.
- The body of the text and supplementary pages are numbered with Arabic numerals. The first page of text is p. 1, but it is not numbered.
- All chapters or major sections should begin on a new page.
- A subsection heading should not be the last line at the bottom of a page.

Part Three: Approval Process, Defense, and Revision

The following section describes the steps in the thesis approval process from your department, school, or program, the oral defense, and editorial revisions.

1. Your committee chair will determine when your work is complete and you are ready to share your final draft with your committee or set up your defense.
2. If your department, school, or program does not require a defense, your readers will provide their final feedback to you individually. Be aware of any internal deadlines your department, school, or program may have for this process. You must give your readers at least two weeks to review your thesis.
3. If your department, school, or program requires a defense, schedule a date and location for the defense meeting. Inform committee members of meeting logistics and submit copies of the thesis to committee members for their review **at least two weeks prior to the defense date**. Either you or your committee chair (depending on department, school, or program practice) will announce the defense date to the public and invite guests.
4. Fill out the first part of the *Thesis Document Approval* form (see Figure 8). Take this form to the defense for the committee members to sign.
5. Defend your thesis. The full thesis committee must be present (in person or electronically by phone or computer) for the defense. Check with your committee chair for format and procedures for the defense meeting. The meeting typically involves the committee chair introducing you, a 20-30 minute formal presentation on your thesis, followed by a question-and-answer period with committee members and then audience members. You are then asked to leave the room (or the committee leaves the room) while they discuss your defense. **Approval of the defense requires a unanimous vote of the committee.** You or they return to give their decision and for any additional questions and comments.
6. After the defense meeting, revise the thesis in response to any editorial comments from committee members. Your committee has been charged with helping to bring the thesis to a level of excellence appropriate for viewing by scholars around the world so you want it to be as polished as possible.
7. Resubmit your thesis to your committee or only the chair for approval and sign-off. (Check department, school, or program procedures.) The department, school, or program head or school director and dean will also have to sign an approval form before the thesis is submitted to the Graduate School.

Thesis Checklist/Common Errors

Complete these steps and check for common errors **before** submitting your thesis to the Graduate School for approval.

- Carefully check the spelling of every word and name on the title page.
- Have you stated the name of your department, school, or program/school properly? For instance, there are no department, school, or programs of linguistics or interior design; those are programs within a department, school, or program or school.
- Did you include the approval form? Is it signed by your thesis chair, all committee members, your department head or school and your college dean?
- Does the abstract have no more than 150 words?
- Have you run a spell- and grammar-check? This does not take the place of careful editing, but it will catch some obvious mistakes.
- Are the levels of headings correct, according to your style guide?
- 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 in the Appendix?
- Did you use 12-point Times New Roman or other serif fonts? Sans serif fonts and fonts smaller than 12-point will not be accepted for review.
- Is only the left margin justified? DO NOT justify the right margin; the document will not be accepted for review.
- Are preliminary pages numbered with lower case Roman numerals, except for the title page?
- Is this abstract before the Table of Contents?
- Are single quotation marks used ONLY within double quotation marks?
- Is each table and figure on one page (not spread over two) whenever possible?
- Has permission been sought for items taken directly from a source? Use internet sources to seek permission for long quotes, illustrations/models, data tables, and so on, or cite them in your document without copying them directly.

Part Four: Final Submission of Thesis/Deadlines

Submit an electronic copy (PDF format) of the revised version of your approved thesis to thesis_submission@emich.edu. The Graduate School will review the format, including the Table of Contents, headings, figures and tables, and references. Include both the committee-signed *Master's Thesis Document Approval Form* and the *Thesis Information Sheet* (see Figures 8 and 9). Also submit the original signed document approval form and proof of human subjects approval (if it was required).

The thesis reader will check format. It is VERY important that your thesis chair or editor has addressed grammar and spelling errors before the document reaches the Graduate School. The reader may send the document back for further editing if it does not meet Graduate School requirements. You may choose to hire someone to proofread and edit the document. Remember, the final document will be available worldwide, so do all you can to avoid writing errors.

The Graduate School will contact you about any changes that need to be made. Make the necessary changes and email a new copy of the document to thesis_submission@emich.edu. The new copy will be reviewed by the Graduate School for final approval. The Graduate School will return the document if the reader's changes are not completed.

Also complete and send to the Graduate School the *Rights and Permission Form* (see Figure 10). The permission form allows for online posting and offers embargo options of your work if publication or patent is pending. The Graduate School will email you a link to this form.

Note: The final approval of theses is the responsibility of the Graduate School. The Graduate School holds students to high standards because the thesis process is a crucial component of graduate studies. Because your thesis is made available to the international academic community through EMU's institutional repository, it serves as an example of the quality of scholarship produced at Eastern Michigan University.

Submitted theses are read in the order they are received at the Graduate School. The first review typically takes only a day or two but may take longer if submitted on or near the semester deadline date along with many other theses and dissertations (see deadlines below).

IMPORTANT NOTE: If you are not able to submit your thesis in acceptable form to the Graduate School by the deadlines below, you may not be able to graduate until the following term. Submission **before** these dates is preferred. The oral defense should have been completed, and the *Master's Thesis Document Approval* form should be signed by all your committee members and the appropriate academic administrator(s) **BEFORE** you submit the thesis to the Graduate School. Graduate School sign-off will occur when all editing corrections have been made.

December Graduation..... November 15

April Graduation..... March 15

August Graduation..... July 15

Part Five: After Graduate School Approval

The Graduate School will contact you when your document has been granted final approval and will provide you with instructions for submitting your work to ProQuest.

DO NOT submit anything to ProQuest before being given permission by the Graduate School.

Once you submit to ProQuest, they send the document to the EMU Library for posting to the institutional repository, which makes your work discoverable online.

REQUIRED: During the ProQuest 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 a patent to be approved, a journal article published, and so on.

- Once your document has received final approval, the Graduate School will send you information about the final steps.
- You **MUST** submit the thesis to ProQuest. The Graduate School will provide a link for you to access the ProQuest thesis submission system.
- Upon submission to ProQuest, the document will be forwarded to the EMU Library for inclusion in the institutional repository.
- The University no longer requires bound copies for the Library. Check with your chairperson to see if your department, school, or program requires one. If so, you need to make your own arrangements to have that done.

Students' Understanding About Clinical Research and Their Willingness to Participate in
Clinical Trials

by

Shashikiran Pathakamudi

Thesis

Submitted to the School of Health Sciences

Eastern Michigan University

in partial fulfillment of the requirements

for the degree of

MASTER OF SCIENCE

in

Clinical Research Administration

Thesis Committee:

Irwin Martin, Ph.D., Chair

Jean Rowan, MD, MS.

February 26, 2018

Ypsilanti, Michigan

Figure 1. Sample title page. (Note: This page is in 12-point font and nothing is to be in boldface type. Fit your information to center, using 1.5- or double-spacing. Do not number page.)

Abstract

Adolescents and young adults remain underrepresented in clinical trials. Knowledge and perceptions related to clinical research usually determine willingness to participate. During the spring of 2016, an in-class paper survey was conducted to determine whether providing a brief introduction to clinical research would affect the willingness of undergraduate students from the College of Arts and Sciences and the College of Technology at Eastern Michigan University to participate in clinical trials. Some participants received information on clinical research through a short paragraph, and some received no new information, which differentiated the “active” group from the “placebo” group. Overall, both groups provided similar responses to the questions related to understanding and willingness. The majority (> 40%) of responders answered that they had little knowledge. However, only 37% of the active group and 11% of placebo group participants knew that the research was related to humans. Across both groups, nearly 60% of responders expressed willingness to participate in clinical trials. Monetary compensation was the most common motivator, and uncertainty about safety was the most common reason for non-participation in clinical trials.

Keywords: clinical trials, participation, willingness

Figure 2. Sample abstract.

LEVELS OF HEADINGS

1 Centered, Boldface, Uppercase and Lowercase Heading

Then your paragraph begins below, indented like a regular paragraph.

2 Flush Left, Boldface, Uppercase and Lowercase Heading

Then your paragraph begins below, indented like a regular paragraph.

3 Indented, boldface, lowercase paragraph heading ending with a period. Your paragraph begins right here, in line with the heading.

4 *Indented, boldface, italicized, lowercase paragraph heading ending with a period.* Your paragraph begins right here, in line with the heading.

5 *Indented, italicized, lowercase paragraph heading ending with a period.* Your paragraph begins right here, in line with the heading.

*For headings at Levels 3-5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase, except for proper nouns and the first word to follow a colon.

Figure 3. Levels of Headings, APA, 6th edition.

Table of Contents (Quantitative)

Dedication	ii
Acknowledgements.....	iii
Abstract	iv
Chapter 1: Introduction and Background.....	1
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Purpose of the Study	10
Significance of the Study	12
Conceptual Framework for the Study	14
Chapter 2: Review of Related Literature	20
Chapter 3: Research Design and Methods	32
Research Design.....	36
Sample Selection.....	40
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Appendix A: Survey Form.....	86
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Figure 4. Sample Quantitative Table of Contents. (This should be double-spaced throughout, with no extra half-spaces. Do not include more than three levels of headings in your Table of Contents.)

Table of Contents (Qualitative)

Dedication	ii
Acknowledgements.....	iii
Abstract	iv
Chapter 1: Introduction	1
Chapter 2: Literature Review	9
Chapter 3: The Purpose of the Prophetic Imagination	19
Chapter 4: Poetry as Prophecy	28
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Figure 5. Sample Qualitative Table of Contents. (This should be double-spaced throughout, with no extra half-spaces.)

EASTERN MICHIGAN UNIVERSITY
Graduate School
Master's Thesis COMMITTEE Approval Form

Student Name _____ Date _____

Program of Study _____ ID # _____

Email address _____

Phone (work) _____ (home/cell) _____

Thesis Topic/Tentative Title _____

PROPOSED COMMITTEE MEMBERSHIP

Committee Chair _____ Signature _____

Proposed Member Representing the Graduate School _____

(Attach vitae/resume of any off-campus appointee.)

Committee Members:

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

APPROVALS

Date _____ Program Director/Coordinator/Dept. Head Signature _____

Date _____ Graduate School Signature _____

Send signed originals to Graduate School.

5/18

Figure 6. Master's Thesis Committee Approval Form. (See Graduate School website for fillable form.)

EASTERN MICHIGAN UNIVERSITY
Graduate School
Master's Thesis PROPOSAL Approval Form

Student Name _____ Date of Meeting _____

Program of Study _____ ID# _____

Committee Chair _____

TENTATIVE TITLE OF PROPOSED THESIS

COMMITTEE REPORT ON THESIS PROPOSAL

After review of the thesis proposal, the Thesis Committee certifies that:

The proposal is satisfactory and the candidate may proceed.

The proposed research does NOT involve the use of human or animal subjects

The proposed research involves human subjects and will be sent to University Human Subjects Review Committee prior to data collection.

The proposal is not satisfactory and the following deficiencies must be corrected.

Description of deficiencies

COMMITTEE SIGNATURES

Chair Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

ACKNOWLEDGEMENT OF PROPOSAL APPROVAL

Date _____ Program Coordinator/Dept. Head _____

Send signed original to Graduate School.

Figure 7. Master's Thesis Proposal Approval Form. Note: Some department, school, or programs may use a slightly different form. Check with your thesis chair. (See Graduate School website for fillable form.)

EASTERN MICHIGAN UNIVERSITY
Graduate School
MASTER'S THESIS Document Approval Form

Student Name _____

Program of Study _____ ID# E _____

Department or School _____

College _____

TITLE OF THESIS

ACKNOWLEDGEMENT OF ORIGINAL WORK

The above titled work has been examined using a plagiarism check service, and meets department, school, or program standards for originality.

Chair Signature _____ Date _____

**Note – Another authorized individual, such as a program coordinator or program director, may sign in lieu of the chair.*

DOCUMENT APPROVAL COMMITTEE SIGNATURES

Chair Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

ACKNOWLEDGEMENT OF COMPLETED THESIS

Program Director/Coordinator Signature _____ Date _____

Dept. Head/School Director _____ Date _____

GRADUATE SCHOOL

DOCUMENT HAS BEEN SUBMITTED AND EDITED – DEGREE MAY BE CONFERRED

Graduate School _____ Date _____

Send signed original to Graduate School.

5/18

Figure 8. Master's Thesis Document Approval Form. (See Graduate School website for fillable form.)

**EASTERN MICHIGAN UNIVERSITY
Graduate School**

THESIS INFORMATION SHEET

NAME _____ STUDENT # _____

PHONE (H) _____ (W) _____

EMAIL _____

Dept/School _____ Committee Chair _____

Title of Thesis

Signature _____

Style Guide Used (check one): ACS ____ APA ____ MLA ____ AIP ____ ASA ____

CBE ____ Chicago ____ Turabian ____ Other ____ (Specify and provide paper copy or url.)

=====

For office use only--Graduate School staff must complete the following:

Is Approval Form signed by all committee members and the department, school, or program head/school director
Yes ____ No ____

If the research involved the use of human or animal subjects, is evidence of approval from the UHSRC or IACUC submitted with the thesis?

Yes ____ No ____

1. If the answers to both the above questions are "yes," you may accept the thesis from the student.
If not, return it to the student for compliance with the above requirements.

2. Date stamp below. Name of staff person accepting thesis: _____

3. Make two copies of this form. One copy goes to student and the other to the reader.

4. Enter in database and Banner, and file original in binder.

DATE STAMP BELOW

5/18

Figure 9. Thesis Information Sheet. (See Graduate School website for fillable form.)

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Student Name: _____ Student ID: _____ Email: _____

Department/School: _____

Document Type: Doctoral Dissertation Master's Thesis Capstone Project

Document Title: _____

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EMU will ensure that your name remains clearly associated with the submission and that no alterations of the content are made.

You agree to the following thesis/dissertation/capstone availability option:

_____ No restriction on availability to readers

_____ Embargo of _____ years (choose 1 through 10)*

*The embargo option requires the completion of the *Dissertation/Thesis/Capstone Embargo Form*.

I have conferred with my graduate faculty advisor. My signature below indicates that I have read and agree with the above statements. My advisor's signature indicates agreement to reproduce and distribute the work.

Student/Author Signature _____

Faculty Advisor Signature _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Please submit completed document to graduate_school@emich.edu or Graduate School, 200 Boone Hall, Eastern Michigan University, Ypsilanti, MI 48197.

Figure 10. Rights and Permission Form for Electronic Thesis or Dissertation Project. (See Graduate School website for fillable form.)

Dissertation/Thesis/Capstone Embargo Form

Complete this form only if you selected to embargo your work on the *License for Dissertation, Thesis, or Capstone Project Placement in EMU's Institutional Repository*.

Student Name:

Student ID:

Email:

Department/School:

Document Type: Doctoral Dissertation Master's Thesis Capstone Project

Document Title:

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No embargo may be extended beyond the ten-year limit without the approval of the Associate Vice Provost and Associate Vice President for Graduate Studies and Research.

You acknowledge that EMU may extend an embargo with the approval of the Associate Vice Provost and Associate Vice President for Graduate Studies and Research to ensure that release of your work does not preclude publications or applications for patents based on data or other information in your work. EMU will make reasonable efforts to notify you of this extension of the embargo of your work.

You acknowledge the following reasons for withholding your work from publication after deposit:

_____ The work is aligned with a contractual obligation related to a grant or sponsored research.

_____ The work is/will be under consideration for publication.

_____ The work includes a patentable invention.

_____ Other (give reason):

Graduate Candidate Signature

Faculty Advisor Signature

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Please submit completed document to graduate_school@emich.edu or Graduate School, 200 Boone Halle, Eastern Michigan University, Ypsilanti, MI 48197.

Figure 10. Rights and Permission Form for Electronic Thesis or Dissertation Project. (See Graduate School website for fillable form.)