

**Eastern Michigan University**  
**Graduate School**



**Thesis Manual**  
**Winter 2012**

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# What Is a Thesis?

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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 completes the tasks identified below. However, each department or degree program may have its own criteria, and it is best to discuss requirements with your faculty advisor.

- 1) Introduce a problem and explain its background.
- 2) Ask (a) research question(s) or state (a) hypothesis (es) where appropriate.
- 3) State objectives of the research or project.
- 4) Explain what other scholars have written on the topic.
- 5) Design and describe a research method or project procedures; or explain the critical assumptions/methodology employed.
- 6) Collect and analyze data and explain findings or outcomes; or analyze the object (e.g., work of art or scholarly writing) of study and develop your argument.
- 7) 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 instead. Check with your department to find out 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 and/or 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 by way of the Internet through inclusion in EMU's Halle Library online repository and submission to ProQuest, where thesis abstracts have been listed for years in paper and now electronic format.

Your thesis may serve many functions, such as

- adding to the body of knowledge in your discipline
- providing a foundation for future research in your discipline
- becoming the basis for presentation of your research at professional and academic conferences
- being adapted for publication as an article or book
- attracting interest from current or potential employers.

## Thesis Process

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This section will discuss

- the overall process for master's degree completion
- how to select a thesis chair and committee (if required by your department)
- how to select your thesis topic

## Overall Process for Degree Completion

- 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.
- 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. (Figure 11).
- **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 (see Figure 10 or see if your department has a modified version of the form). Include the *Thesis Information Form* so the reader can contact you (Figure 12).
  - **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:** once the Graduate School has notified you that your document is finished, you **MUST** post your finished document (one PDF document) to Digital Commons, Halle Library. The link will be sent to you by email with the final approval. You must also upload the *Rights and Permission Form* (Figure 13). The permission form allows for

online posting and offers a one or two-year delay in Internet posting of your work if publication or patent is pending.

- **REQUIRED:** Submit your thesis and abstract to University Microfilm Incorporated (UMI)/ ProQuest for copyright and Dissertation Abstract International posting online, [www.etsdadmin.com/emich](http://www.etsdadmin.com/emich). See Graduate School website for tutorial regarding the submission process.
- **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) April or December. Order cap, gown, and hood from the bookstore. See Records website for link to commencement details.

## 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 are to

- 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 submission or defense
- if required by your program, 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 with whom you feel comfortable working. This is typically 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 to find out what kind of committee you will need to form. 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. The committee may also include one faculty member from outside your department,

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 methodology, theoretical approaches). 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.

## 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 things to keep in mind:

- your thesis should present either new information on a subject or a fresh analysis of existing data or evidence
- the topic should be specific enough to be manageable but general enough to stimulate further research
- don't 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 Dean of 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. (See the Graduate School Web site at <http://www.gradschool.emich.edu> for further information – click on Student Resources, then Research Guidelines.) Grant writing workshops for graduate students are offered as a free online course or content may also be found on the Graduate School website.

## Thesis Proposal

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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

Academic departments will likely have specific format requirements determined by your discipline (e.g., Humanities, Fine Arts, Social Sciences, etc.). 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 Methodology). You should use the chosen style guide of your discipline/department in preparing the proposal. (See Tables 1-6).

### 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.

## **Methodology**

For qualitative research in the Arts, Humanities and some Social Sciences, a discussion of methodology amounts to a discussion of the theoretical frameworks 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
- 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

The following are a few reminders regarding the proposal.

1. Important points must be supported by citations of important research and theory.
2. References should include classic texts as well as current sources that have been published within the past five years. Literature should represent all aspects of the topic.
3. Secondary citations/sources or indirect citations are not appropriate. If the writer cannot find and verify the primary source of an original quote or passage, the citation may not be used.
4. Popular magazines, such as *US News and World Report*, *Newsweek*, and *Time*, are inappropriate sources to cite.
5. Popular Web sites, such as Wikipedia and Cliffs Notes, are also **inappropriate sources** to cite.

Expect to meet with your supervisor or thesis committee members to discuss methodology and study procedures, either informally or through a formal proposal presentation meeting, depending on your program. If there is agreement, the project will be approved. See the *Thesis Proposal Approval Form* (Figure 1). Your graduate advisor should keep the form in your student file within the department/school. Remember to check if your program has a modified version of this form for you to use.

Your next step would be to seek permission to study humans or animals, if appropriate.

**EASTERN MICHIGAN UNIVERSITY**

**Master's Thesis PROPOSAL**

**Approval Form**

Student Name \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_

**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 subjects OR
  - The proposed research involves human subjects and will be sent to the College Human Subjects Review Committee prior to data collection.

The proposal is not satisfactory and the following deficiencies must be corrected:<sup>2</sup>

Description of deficiencies \_\_\_\_\_  
\_\_\_\_\_

**COMMITTEE SIGNATURES**

Chair Name \_\_\_\_\_ Signature \_\_\_\_\_

Member Name \_\_\_\_\_ Signature \_\_\_\_\_

**ACKNOWLEDGEMENT OF PROPOSAL APPROVAL**

Date \_\_\_\_\_ Program Coordinator/Dept Head \_\_\_\_\_

**Signed original form remains in the student's departmental/program file.**

*Figure 1. Thesis proposal approval form. Note: some departments use a slightly different form, changing the titles for the persons who will sign the document (e.g., English, Psychology).*

## 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 Human Subjects Request for Approval Form along with a brief three to four-page prospectus/summary and consent documents to your college's subcommittee of the University Human Subjects Review Committee (UHSRC).

The UHSRC is responsible for the protection of human subjects used in research studies. The college subcommittee will review your methodology 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 Office of Research Development (ORD) web site at [www.ord.emich.edu](http://www.ord.emich.edu). See the Regulatory Compliance section for information, forms, and submission procedure for human subjects approval. There you will find the link to your college's Digital Commons submission site.

If you will be using animal subjects in any part of your research, you must first submit an *Application to Use Vertebrate Animals* (the application can be downloaded from the Office of Research Development site, [www.ord.emich.edu](http://www.ord.emich.edu), 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, Starkweather Hall, 2<sup>nd</sup> Floor.

**Note:** A copy of the approval letter or email from the College HSRC 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 your thesis committee approves your proposal, the academic department will issue permission to register for thesis credits, and then 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 I or IP grade for incomplete is carried forward until final sign-off is achieved. The thesis chair will submit a *Change of Grade* form when all work and editing are finished.

## When to Conduct the Research

By the time your proposal is approved, your research/writing should be well under way. Though, for those working with human or animal subjects, keep in mind that 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 an alternate methodology with your committee's approval. Especially in the case of research involving humans or animals, consult your committee chair if you have made substantial methodological changes; another human subjects (or animal care) approval may be necessary. In this case you will need to submit a modification form to the college HSRC.

# Organization of the Thesis Manuscript

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This section will explain the different parts of the thesis manuscript and how it is organized.

**Note:** In the end your document will be submitted/uploaded to University Microfilm International/Proquest (UMI/Proquest) and, they will send it to the EMU digital library that is Internet searchable. Consult UMI resource material and copyright information. Log into [www.etsdadmin.com/emich](http://www.etsdadmin.com/emich), create an account, and explore the Resources and Guidelines section. You will later return to submit the final, approved document once the Graduate School signs off.

**Preliminary Pages** include the title page, dedication, acknowledgements, abstract, table of contents, and lists of tables and figures.

## Text Pages

Depending upon your discipline the text pages may include the thesis problem, literature review, methodology, results, discussion, and conclusion in chapter format. Or for qualitative (e.g., Humanities) the text may have the thesis problem, literature review and methodology as the introduction, with the body of your thesis consisting of a number of chapters presenting analysis and critique as you develop your argument. Work with your thesis chair/supervisor.

**Supplementary Pages** include the list of references and appendices.

## Preliminary Pages

The preliminary pages, which appear before the main body of the text, must be in the following order:

- Title Page
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- List of Tables (required if there are 2 or more tables)
- List of Figures (required if there are 2 or more figures)

With the exception of the Title Page, all preliminary pages must be numbered with lower-case Roman numerals. Each preliminary page is described below.

**Title Page** required. Although counted as page i, the number is not printed on the actual page. Include the following information, centered on the page:

- Name of the author
- Full name of the department to which it is submitted
- Full name of the University
- The phrase “in partial fulfillment of the requirements for the degree of MASTER OF SCIENCE” (or “ARTS” as appropriate)
- Field of study for which the degree is granted (e.g., Psychology, Chemistry, English)

- Area of concentration (for example, an English degree candidate may have a concentration in Linguistics)
- Names of committee chair and members
- Date of submission followed by the city and state in which the campus is located

Refer to sample (Figure 2).

### **Dedication**

Optional.

### **Acknowledgments**

Optional.

**Abstract** required. Double-spaced and limited to 150 words, the abstract of the thesis should briefly state

1. the research problem, research questions or hypotheses, and study's objectives
2. the methods and procedures
3. the results
4. the conclusions.

The Graduate School has an agreement with University Microfilm International (UMI/ProQuest) to publish EMU's master's thesis abstracts in their monthly publication, *Master's Abstracts International* (MAI).

See sample thesis abstract (Figure 3).

**Structured Abstract:** A Structured Abstract is a structural innovation that focuses on the format of the article itself. The structured abstract would replace the paragraph-style narrative summary—typically either an APA-style abstract or “editor’s introduction”—now present at the beginning of many articles.

A structured abstract is a formal and compact summary of an article's main features and findings. As does a table or figure, it has a predictable structure that compresses information into a small space and can be read independent of the main body of the article. The structured abstract is longer and more detailed than the standard paragraph-style narrative summary. On the printed page, the structured abstract appears between the title and the main body of the article. It includes basic items applying to all articles (i.e., background, purpose, research design, and conclusions) and several additional items that apply to some articles but not to others (i.e., setting, population, intervention, data collection and analysis, and findings).

See an APA style abstract compared to a structured abstract (Figure 4). Figure 5 shows a template for a structured abstract.

**Table of Contents** required. Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. However, 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.
- 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 the page number references are required.

See Table of Contents (Figure 7).

### **Creating the Table of Contents, List of Tables, and List of Figures**

Your Table of Contents and if required, List of Figures, and List of Tables should be created systematically. If not done properly, they can be troublesome. Consult the owner’s manual for your word processing software to follow their suggested procedure. There are short-cut techniques unique to each system that insures page numbers will align along the right side of the page. Use tabs for indenting rather than hitting the space bar many times. This will facilitate future changes that may have to be made.

### **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. All lists should be referenced in the Table of Contents in the preliminary pages section. Double check all titles to make sure they are identical from text to table.

See sample List of Tables and List of Figures (Figures 8 and 9).

Study of the Effectiveness of Animations Used in High School Chemistry Class

by

Elli Spitery

Thesis

Submitted to the Department of Chemistry

Eastern Michigan University

in partial fulfillment of the requirements

for the degree of

MASTER OF SCIENCE

in

Chemistry

Thesis Committee:

Larry Kolpajlo, Ph.D, Chair

Amy Johnson, Ph.D.

Jose Vites, Ph.D.

March 8, 2011

Ypsilanti, Michigan

*Figure 2.* Sample title page.

(Note: This page should all be in 12-point font; nothing is to be in boldface type.)

## **Abstract**

This chemistry education research study explores the role of computer animations in a secondary chemistry classroom setting. This study examines the effects of animation among secondary science students regarding chemical concepts and focuses on the nature of the matter, atomic structure, and classes of chemical reactions. This project observes the effectiveness of animation usage in a secondary science classroom setting, which was measured through student opinions and impressions as well as performance. It was hypothesized that students would retain more information through the use of animations in the classroom. The concepts covered included linking the macroscopic world of chemistry associated with the nature of matter and chemical reactions to the nano-realm of atomic structure and particle theory. Results for lecture-based learning showed that students benefited from the usage of animations coupled with lecture and students had a positive impression of the student-created animations during laboratory.

*Figure 3. Sample abstract.*

***Original APA-style abstract:***

A large-scale experiment is described in which kindergarten students and teachers were randomly assigned to small and large classes within each participating school. Students remained in these classes for 2 years. At the end of each grade they were measured in reading and mathematics by standardized and curriculum-based tests. The results are definitive; (a) a significant benefit accrues to students in reduced-size classes in both subject areas and (b) there is evidence that minority students in particular benefit from the smaller class environment, especially when curriculum-based tests are used as the learning criteria. A longitudinal analysis of a portion of the sample indicated that students in small classes outperform their peers in kindergarten classes of regular size and also gain more in reading outcomes during the second year. The question of why these effects are realized remains largely unanswered, but in light of these findings, is particularly important to pursue. (Finn & Achilles, 1990).

***Structured abstract:***

*Background:* Class size reduction continues to attract attention as a school reform measure. Prior research on the effects of class size has been inconclusive, leading to ongoing controversy and debate about the magnitude, if any, of a “class-size effect” on learning outcomes for children.

*Purpose:* To assess the effects of a statewide experiment where class size was substantially reduced in kindergarten and first-grade classes.

*Setting:* 76 public elementary schools drawn from inner city, urban, suburban, and rural locations in Tennessee. A total of 328 kindergarten classes and 347 first-grade classes participated in the study.

*Subjects:* 6,570 students enrolled in kindergarten in the 1985-1986 school year.

*Intervention:* Students were randomly assigned by project staff to one of the three class types: small (13-17 pupils), regular (22-25 pupils), or regular with a teacher aide (22-25 pupils). Students assigned to small classes stayed in small classes for kindergarten and first grade.

*Research Design:* Randomized-controlled field trial.

*Data Collection and Analysis:* The Stanford Achievement Tests in reading and mathematics were administered in the spring of each school year, and a set of Tennessee curriculum-referenced tests were administered at the beginning of first grade. Means on each outcome measure were calculated for each class, then separately for White and minority students in each classroom. Two analyses were conducted using multivariate analysis of variance: a cross-sectional analysis of the entire first-grade sample and a longitudinal analysis of a subset of pupils (n=2291) who were in the study for both kindergarten and first grade and had complete SAT achievement test data.

*Findings:* Significant benefits of class size reduction were seen across all academic measures. The cross-sectional analysis of first graders yielded an overall difference of about one fourth of a standard deviation among students in small classes vs. regular classes. Minority students benefited in particular, averaging a difference of a third of a standard deviation over their regular class counterparts on five of the six academic measures. In the longitudinal analysis, students in

small classes had a highly statistically significant advantage in reading and mathematics over regular classes in both kindergarten and first grade.

*Conclusions:* This study demonstrates that small classes have an advantage over larger classes in reading and mathematics in the early primary grades. The analysis also strongly suggests that small classes especially benefit the academic performance of minority students.

*Figure 4.* Comparison of a paragraph-style narrative summary and a structured abstract for an original study that appeared in the Fall 1990 *American Educational Research Journal*.

***Structured abstract:***

*Background/Context:* Description of prior research on the subject and/or its intellectual context and/or its policy context.

*Purpose/Objective/Research Question/Focus of Study:* Description of what the research focused on and/or why.

*Setting:* Specific description of where the research took place.

*Population/Participants/Subjects:* Description of the participants in the study: who (or what), how many, key features.

*Intervention/Program/Practice:* Specific description of the intervention, including what it was, how it was administered, and its duration.

*Research Design:* Description of the research design (e.g., qualitative case study, quasi-experiment, secondary analysis, analytic essay, randomized-controlled field trial).

*Data Collection and Analysis:* Description of plan for collecting and analyzing data, including description of data.

*Findings/Results:* Description of main findings with specific details.

*Conclusions/Recommendations:* Description of conclusions and recommendations of author(s) based on findings and overall study.

*Figure 5.* Proposed template for a structured abstract.

## Levels of Headings

APA Style Headings, 6<sup>th</sup> Edition

Level

Format

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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.

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\*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 6.* Sample levels of headings.

## Table of Contents (more quantitative research)

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Figure 7. Sample table of contents.

## Table of Contents (qualitative/Humanities)

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Chapter 2: Literature Review .....	9
Chapter 3: The Purpose of the Prophetic Imagination .....	19
Chapter 4: Poetry as Prophecy .....	28
Chapter 5: The Efficacy of Language .....	45
Chapter 6: Shelley's Prophetic Poetry .....	58
Chapter 7: Shelley's Prophetic Poetry .....	83
Chapter 8: Conclusion and Discussion .....	104
Bibliography .....	107

*Figure 8.* Sample table of contents – qualitative/Humanities.

## List of Tables

<u>Table</u>		<u>Page</u>
1	Leadership Strategies and Elements of a Positive Culture .....	13
2	Middle Grades Practices Aligned with Early Adolescent Developmental Needs .....	40
3	Continuous Improvement in Education .....	70
4	Political Frame and the Failure of Educational Change .....	80

*Figure 9.* Sample list of tables.

## List of Figures

<u>Figure</u>		<u>Page</u>
1	Levels of syntactic representation.....	3
2	Basic structure of a clause as proposed by Pollock (1989).....	30
3	X-bar structure .....	38

*Figure 10.* Sample list of figures.

## Text Pages

The thesis is usually divided into chapters, sections, or other basic units of organization. The standard method of developing a thesis is to follow each of the steps below, devoting an entire chapter or section to each. Again, **the format may vary** based upon department practices; consult your committee chair or faculty mentor (i.e., students in English or the humanities).

### 1. Introduction

#### **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 the most recent research has addressed the problem and note similarities or differences in methodology or findings that have drawn you to study or research the problem. 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 departments 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.

### 2. 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.

### 3. Methods

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.

#### **4. Results (Chapters 4 and 5 may be combined.)**

Present data and findings from your research. Explain tables and figures; don't assume your readers will interpret them the way you do.

#### **5. Discussion** (sometimes your committee will have you combine Chapters 4 and 5)

Provide a systematic analysis of the results of your study. State how the results relate to your research question(s) or hypothesis(es).

#### **6. Conclusion(s)**

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.

### **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 eligible for publication are submitted as the thesis – one would not include the normal chapters 1-5 – only three articles. 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 elements of 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:

- a. Choose a professional publication appropriate for your research. Copy guidelines for yourself and your thesis chair.

- b. Generate a title and abstract.
- c. Submit the title, abstract, rough draft of content, and publication guidelines to committee chair for approval.
- d. 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” by Robert Hiemstra.

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 completely for a successful article submission. Once the thesis is approved, we encourage immediate publication submission. One’s discipline 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.

- All tables and figures should be self-explanatory; any abbreviations should be explained in a legend, caption, or footnote beneath the table or figure according to the method and format prescribed in the style guide you are using.
- Give each table or figure a specific and informative title.
- Refer to each table or figure in the main text. Insert the table or figure shortly after the reference. If tables or figures appear on separate pages, place them as near as possible to the text that refers to them, rather than at the end of the section.
- The order of both the tables and figures must follow the sequence of your textual references. (Label tables and figures as described in your style guide).

(See Figures 9 & 10)

If you have several tables or figures, you may want to link the files to your document rather than inserting them in the text. This can make your text easier to store and manage. (See your word-processing software manual.)

## Supplementary Pages

The supplementary pages are the sections that follow the body text, which include

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

Of these sections, the References (or Works Cited) and Appendix are required.

### 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. Check with your thesis chair/supervisor. Appendices are documents that support information in the text but don't need to be included in the body of the text, either because the documents are too large or they serve merely as references. Here are some examples of what might be included in an appendix:

- Data-gathering instruments or questionnaires
- Supplemental data or information from a secondary source
- Letter approving use of human or animal subjects
- Any pertinent correspondence, such as permission letters.

**IMPORTANT:** Make sure these supplementary pages are properly written and formatted before they are used in your research (e.g., check spelling).

### Format for Appendix/Appendices

The Appendix section follows the list of references.

- 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, rather than with numbers (e.g., Appendix A, Appendix B, etc.)
- 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 departments want the student to include a detailed resumé or curriculum vitae.

## Blank Page

Required. The last page of the thesis is a blank page or end leaf (unnumbered).

## Plagiarism and Fair Use

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ProQuest UMI checks all theses to ensure that graduate students have not used previously published material without authorization. However, one “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 theses fall within the category of “fair use.” Some of these guidelines are listed below.

1. Avoid quoting throughout your manuscript more than a total of one and one-half pages, single-spaced, from any one published source.
2. 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.
3. You may photocopy only one page of graphics from any single published source.

*Copyright Law for Librarians and Educators* by Kenneth D. Crews is a helpful guide. If any portion of your research might exceed any of the “fair use” guidelines, seek permission from the publisher of the original material. A sample permission letter is available through the ProQuest Web site: [http://www.il.proquest.com/products\\_umi/dissertations/copyright/](http://www.il.proquest.com/products_umi/dissertations/copyright/).

**Remember:** It is VERY easy for a faculty member or the Graduate School thesis reader to enter a phrase into an online search engine and find a quote that you have not properly cited. Always give credit for data or an idea even if it’s not a direct quote. Plagiarism is grounds for failing degree completion or having the master’s degree withdrawn!

## Use of First Person

In many qualitative theses, where the researcher is the primary “instrument” and makes cultural or 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

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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?
- Which prefixes and suffixes take hyphens and which don't?
- 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. (See Table 1 for the frequently used style guides.) Upon submitting the thesis to the Graduate School, you must identify the style guide the Graduate School reader will use to check for compliance. Ask your thesis chair which style guide is appropriate for your discipline and has been approved by your academic department or program.

Even if you write well, the style guide requires specific formatting rules that may be unfamiliar to you. Obtain a copy of the style guide and refer to it frequently during the writing process. Not conforming to these guidelines will require you to rework the thesis, which may delay graduation.

Reasonable exceptions to the style guide requirements may be made to a document's format to accommodate later submission to a journal, insertion of interview quotations, photographs, and so on. Consult your committee chairperson or the Graduate School reader.

In general, style guides are good sources when you have questions about grammar. They help you write in a concise manner. More important, the consistent use of a style guide will make your thesis more professional and credible to the academic community and put your document in proper format for publication.

In addition to your style guide, another good reference for grammar questions can be found at the following Web site: <http://grammar.ccc.commnet.edu/grammar/index2.htm>.

**Note:** The style guide you indicate that you have used is the guide the thesis reader will use to check your work.

Table 1

*Style Guides*

<b>Title (and Abbreviation)</b>	<b>Author</b>	<b>ISBN #</b>
<i>Publication Manual of the American Psychological Association, 6<sup>th</sup> Edition, Second Printing (APA), August 2009</i>	American Psychological Association	1433805616
<i>MLA Handbook for Writers of Research Papers, 7<sup>th</sup> Edition (MLA), June 2009</i>	Gibaldi, Joseph	978-1603290241
<i>The Chicago Manual of Style, 16<sup>th</sup> Edition (Chicago), August 2010</i>	University of Chicago Press	0226104206
<i>A Manual for Writers of Term Papers, Theses and Dissertations, 7<sup>th</sup> Edition (Turabian), April 2007</i>	Turabian, Kate	0226823377
<i>The ACS Style Guide, 3<sup>rd</sup> Edition (ACS), July 2006</i>	Dodd, Janet S., ed.	0841239991
<i>American Medical Association Manual of Style, 10<sup>th</sup> Edition (AMA), 2009</i>	Iverson, Cheryl	0195176339
<i>American Institute of Physics (AIP)</i>	<a href="http://www.aip.org/pubservs/style/4thed/toc.html">http://www.aip.org/pubservs/style/4thed/toc.html</a>	
<i>The Style Manual for Political Science (APSA)</i>	Lane, Michael K.	1878147099
<i>American Geophysical Union Style Guide (AGU)</i>	<a href="http://www.agu.org/pubs/AuthorRefSheet.pdf">http://www.agu.org/pubs/AuthorRefSheet.pdf</a>	

Table 2

*Style Guides for the College of Arts and Sciences*

## College of Arts and Sciences

<b>Department/Program</b>	<b>Approved/Required Style Guide(s)</b>
Art	Approved: APA, MLA
Biology	Approved: all guides except APA
Chemistry	Approved: ACS * Reference format varies with journals. * Font size for figure titles and chapter headings should be larger than for the text.
Communication and Theater Arts	Approved: APA, MLA
Computer Science	Approved: Chicago, Turabian
Economics	Required: Turabian
English Language and Literature Written Communication Children's Literature English Literature Linguistics English Studies for Teachers	Approved: APA, MLA Approved: MLA Approved: MLA Approved: APA Approved: APA, MLA
Geography and Geology/Historic Preservation	Required: Turabian
History	Required: Turabian
Mathematics	Required: AIP
Music Music Education Music Theory/Literature Music Performance Piano Pedagogy	Required: APA Required: Turabian Required: Turabian Required: Turabian
Physics	Approved: AIP, AGU; APA for Physics Ed or Physical Science majors
Psychology	Required: APA
Public Administration (Pol. Sc. Dept)	Required: Chicago
Sociology, Anthropology, Criminology	Approved: ASA, APA
Women and Gender Studies	Approved: APA, Chicago, MLA
World Languages/TESOL	Required: APA

Table 3

*Style Guides for the College of Business*

## College of Business

<b>Department/Program</b>	<b>Approved/Required Style Guide(s)</b>
Accounting	Required: Turabian
Business Administration	Required: APA
Information Systems	Approved: ACS, AMA, APA, CBE, Chicago,

	MLA, Turabian
Management, Human Resources & Org. Dev.	Required: APA

Table 4

*Style Guides for the College of Education*

College of Education

<b>Department/Program</b>	<b>Approved/Required Style Guide(s)</b>
Counseling	Required: APA
Early Childhood Education	Required: APA
Educational Leadership	Required: APA
Education Media and Technology	Required: APA
Educational Psychology	Required: APA
Elementary and Middle School Education	Approved: APA, Chicago
Reading	Required: APA
Social Foundations	Approved: APA, Chicago
Special Education	Required: APA

Table 5

*Style Guides for the College of Health and Human Services*

College of Health and Human Services

<b>Department/School</b>	<b>Approved/Required Style Guide(s)</b>
Health Promotion & Health Performance	Required: APA
Health Sciences	Required: APA
Nursing	Required: APA
Social Work	Required: APA

Table 6

*Style Guides for the College of Technology*

College of Technology

<b>School</b>	<b>Approved/Required Style Guide(s)</b>
Technology Studies	Required: APA
Engineering Technology	Approved: ACS, APA

# Physical Specifications of the Manuscript

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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 7

## *Format and Requirement for EMU Thesis*

<b>Page Size</b>	8.5 x 11 inches
<b>Left Margin</b>	At least 1.25 inches or 1.0 if document will not be bound
<b>Right, Top and Bottom Margins</b>	At least 1.0 inches
<b>Font style</b>	Times New Roman or style guide requirement
<b>Font Size</b>	12-point
<b>Spacing</b>	Double space. Follow your style manual for spacing within block quotations, footnotes, reference entries, titles, captions, and notes.

With electronic submission, a thesis may include graphics, photography, movie clips, and so on. The document may run in a landscaped format with two columns of text. It may be created for easy conversion to a publishable manuscript

## Pagination

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

- The title page is page one, but it is not numbered.
- Preliminary pages (after the title page and up to and including 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. Review “orphan control” from your computer help menu.

## Tables, Graphs, Photographs, and Other Graphics

Tables, graphs, photographs, and charts are important tools for presenting data. All graphics should be easy to read. They must adhere to the same margin requirements as the text. Keep in mind that if your images are too small or don’t provide enough contrast they may become hard to read when the document is duplicated. Consult your style guide for format.

## Tables

Tables should be simple and clear. Use cell borders to separate information and thicker lines to delineate the headings for rows and columns. Headings should clearly describe the data in the row or column. If you must abbreviate, explain the abbreviation below the caption.

## Graphs

Color graphics are fine for digital/electronic submission, but you will need to make color paper copies for bound documents. Rather than using different colors to distinguish data, use different line styles for line graphs and fill-patterns for bar graphs or pie charts.

## Photographs

When possible, photos should be printed directly on 8.5" x 11" photographic paper. Otherwise, you should scan the photos and insert them into the text. Photos must carry a caption and be included in the List of Figures.

## Color Graphics

You can use color plates and images because the document will be submitted electronically. Note, however, that you will need to reproduce enough copies in color for the number you want to have bound.

Graphics consume a lot of computer memory. If your thesis requires numerous graphics, create links for them rather than inserting them in the text. You can also link other text documents, tables, Excel files, sound, movie clips, and databases in the same manner. Check your word-processing software manual for instructions to create links.

**Note:** Each style guide has its own requirements regarding the placement, labeling, and design of tables, figures, and other graphics in the text. Adhere to those specifications.

## Useful Links

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### APA

The APA-Style Helper: This downloadable software automatically formats your paper in APA style: <http://www.apa.org/pubs/software/support.aspx>

FAQs about the Publication Manual of the APA: <http://www.apastyle.org/learn/faqs/index.aspx>

### MLA

The Official Web site on MLA style: <http://www.mla.org/style>

A Guide for Writing Research Papers (based on MLA): This site discusses how to avoid unintentional plagiarism: <http://grammar.ccc.commnet.edu/grammar/index2.htm>

## Turabian/Chicago Manual of Style

The Chicago Manual of Style FAQ (and not so FAQ):

<http://www.chicagomanualofstyle.org/home.html>

Turabian style guide: <http://library.concordia.ca/help/howto/citations.html#tur>

## General English Usage Sites

The Able Writer: A Rhetoric and Handbook: This is an actual book written by a professor from Old Dominion University in Norfolk, VA. Some of the chapters are available as PDFs, others are formatted in html: <http://www.odu.edu/al/jbroder/ablewriter.html>

## Writing Support

Purdue's Writing Lab: <http://owl.english.purdue.edu/>

Metropolitan State University/Writing Center:  
<http://www.metrostate.edu/writingcenter/index.html>

University of Wisconsin Madison/Writing Handbook:  
<http://www.wisc.edu/writing/Handbook/index.html>

## Refworks

EMU owns a referencing system, Refworks, which facilitates database searching and reference formatting into the style guide of choice. The Halle Library website offers short tutorials.

<http://www.emich.edu/library/help/refworks/index.php>

## Thesis Approval Process, Defense, and Revision

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The following section describes the steps in (a) the thesis approval process from your department, (b) the thesis defense, for those programs that require one and (c) 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 does not require a defense**, your readers will provide their final feedback to you individually. Be aware of any internal deadlines your department may have for the thesis review process. You must give your readers **at least two weeks** to review your thesis. While they are reviewing your thesis, get your *Thesis Document Approval* form ready (see Figure 11). Go to Step 7.
3. **If a thesis defense is required by your department**, 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 practice)

will announce the defense date to the public (program/department/school) and invite guests.

4. Fill out the first part of the *Thesis Document Approval* form (see Figure 11). Bring form to the defense for the committee members to sign.
5. Defend your thesis. The full thesis committee must be present for the defense. Check with your committee chair for format and procedures for the thesis defense meeting. The meeting typically involves the committee chair introducing you and you giving 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, rework the thesis in response to any editorial comments from committee members. Your committee has been charged with helping to bring your 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. Once you have incorporated your committee's final editorial comments, resubmit your thesis to your committee (if necessary) for approval and sign-off. (Check department procedures—sometimes the committee members sign off following the defense and the chair signs off after the document has been reworked.) The department head or school director will also have to approve and sign off on the document before it is submitted to the Graduate School.
8. Submit an original print of the edited version of your thesis to the Graduate School for review and editing by the Graduate School reader. This copy is not to be in a notebook, bound in any way, or duplicated on special paper. Complete the *Thesis Information Sheet* (Figure 12) and submit it with the thesis. Be sure all the required information is provided on the form so that a thesis reader can contact you. Retain one copy of the form for your records. Also submit the original signed thesis document approval form and proof of human subjects approval (if it was required).

**Note:** 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. The thesis reader will be checking format but will **ONLY READ 30 PAGES TO HIGHLIGHT COMMON ERRORS** you will then be asked to correct throughout the document. It is **VERY** important that your thesis chair and/or editor has helped to catch and fix grammar and spelling errors before the document reaches 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.etsdadmin.com/emich](http://www.etsdadmin.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 (Figure 13) 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.

## Thesis Checklist/Common Errors

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Complete these steps before submitting your 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 150 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-check?
- Are the levels of headings correct?
- Do all headings 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: Theses 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.

**EASTERN MICHIGAN UNIVERSITY**

**Graduate School**

**MASTER’S THESIS**

**Document Approval Form**

Student Name \_\_\_\_\_

Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_

Academic Department/School \_\_\_\_\_

College \_\_\_\_\_

**TITLE OF THESIS**

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

**DOCUMENT APPROVAL**

**COMMITTEE SIGNATURES**

Chair \_\_\_\_\_ Date \_\_\_\_\_

Members \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF COMPLETED THESIS**

Date \_\_\_\_\_ Administrator \_\_\_\_\_

(Department Head/School Director)

**GRADUATE SCHOOL**

DOCUMENT HAS BEEN SUBMITTED AND EDITED – DEGREE MAY BE CONFERRED

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

**Signed original goes to Record’s student file. Copies/pdf to: Graduate School, chair, and department/college file**

*Figure 11. Thesis document approval form. Note: some departments use a slightly different form changing the titles for the persons who will sign the document (e.g., English).*

# THESIS INFORMATION SHEET

NAME \_\_\_\_\_ STUDENT # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL \_\_\_\_\_

Dept/School \_\_\_\_\_ Committee Chair \_\_\_\_\_

Title of Thesis \_\_\_\_\_

Signature \_\_\_\_\_

Style Guide Used (check one):

\_\_\_\_ ACS \_\_\_\_ APA \_\_\_\_ MLA \_\_\_\_ AIP \_\_\_\_ ASA \_\_\_\_ AMA \_\_\_\_ CBE  
\_\_\_\_ Chicago \_\_\_\_ Turabian

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

Is Approval Form signed by all committee members and the department head/school director?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If the research involved the use of human or animal subjects, is evidence of approval from the HSRC 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 HERE**

*Figure 12.* Thesis information sheet.

# Graduate School Approval of Thesis

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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. And because your thesis is made available to the international academic community, it serves as an example of the quality of scholarship produced at Eastern Michigan University.

The oral defense (if required) should have been completed, all editorial suggestions from your committee members should have been incorporated, and the Approval page should be signed by all your committee members and the department head BEFORE you submit the document to the Graduate School. The Graduate School dean will sign when all editing corrections have been made.

## Thesis Reader

Although the thesis committee members are responsible for evaluating the validity of the content and its editing, the Graduate School reader will check for correct use of grammar, spelling, and punctuation, as well as adherence to style and formatting requirements.

Theses are read in the order they are received at the Graduate School. The first review typically takes two weeks but may take longer if the thesis is submitted on or near the semester deadline date along with many other theses and dissertations (see deadlines listed on next page).

Once the reader has finished reviewing your thesis, you will receive an e-mail to let you know that your manuscript is ready for pick-up to make the necessary changes. The review-and-revision process involves a minimum of two cycles, depending on the quality of the original work and the revisions.

Effective fall 2011, the reader will ONLY READ/EDIT 30 PAGES and will make you aware of common problems for you to find and change throughout the document.

## Proofreading Symbols

Please familiarize yourself with standard proofreading symbols so that you will understand your reader's instructions. You can find common symbols at <http://www.ccc.commnet.edu/writing/symbols.htm>

If you choose, you may telephone or meet with the reader to review/clarify the proposed edits. It will be necessary to correct any errors in formatting, spelling, punctuation, and grammar.

You may review the requested changes with your thesis chair and committee members. If your chair or committee contests any of the changes, notify the thesis reader. Otherwise, revise the document and reprint the affected pages.

You are required to return the marked-up copy of the manuscript along with your revised document, so don't remove any post-it notes the reader may have placed on the pages. If you

made any changes the reader did not recommend, please make a note of that in the margin of the first draft. You may drop off the documents or mail them to your reader.

**Note:** If you need to make changes that involve pagination, don't forget to revise your Table of Contents.

Once you have made all revisions required by the reader and have printed and submitted a clean final copy, the reader will give your thesis to the Dean of the Graduate School for final approval and signature. You will receive a call or email notifying you of the final approval.

**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 as the pile gets high on the 15<sup>th</sup>.

**December Graduation..... November 15**

**April Graduation..... March 15**

**August Graduation..... July 15**

## Proofread Carefully

You should have your thesis proofread by at least one person who is not on your committee. The fewer errors your thesis has, the faster it will be approved. Editing a thesis again and again due to careless mistakes is time-consuming and may delay your graduation. **Use of professional editing services prior to submission to the Graduate School is recommended.**

## Final Submission Guidelines

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EMU has adopted a policy requiring students to submit their thesis in a digital/electronic format. Electronic versions allow for unique publication format, the inclusion of video clips, color graphics, sound, and motion. They also may provide links to related Web sites and may enable electronic searching and navigation of the overall document.

These documents will be uploaded to UMI/Proquest and to the EMU Library's **Digital Commons** web site. Students have found their work receives higher acclaim and exposure when available electronically. What better way to do that than to provide ready access to scholars worldwide rather than the limited access of a bound version sitting on a library shelf.

**The following steps will complete the final phase of your thesis submission:**

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### Final Submission of Thesis

Once your document has received final approval from the Dean of the Graduate School, pick up a copy of the approval form and your thesis from the Graduate School, 200 Boone Hall, or provide a self-addressed-stamped envelope for return mail. Lisa Walters will contact you by email with the submission process.

The University no longer requires bound copies for the Library. Instead you **MUST** submit an electronic copy for storage or posting to the electronic “journal”/ Digital Commons through UMI Proquest.

Convert your document to PDF. Most Word software packages will allow you to change the format by choosing to “save all” and then select a different “format”. Use the toggle switch to change from .doc or .docx to pdf. The UMI website has information about document conversion in the Resource material section.

If you have your work saved in more than one pdf document, you will need to merge them into one document for posting/uploading it to Digital Commons or UMI. See tutorial on the Graduate School website.

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 or journal article published, etc. 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.

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## ProQuest UMI

For theses, **University Microfilm Incorporated (UMI)** assists with copyright and posting of the abstract to Thesis Abstract International. This is completed online.

Log into [www.etsadmin.com/emich](http://www.etsadmin.com/emich) and create an account if you have not done so already. Here you will pay for copyright with credit card, and you may order bound copies. See below information if you want to have them bound somewhere else.

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## Binding Copies (optional)

Many departments/schools may request a bound copy of your work. In addition, you may wish to have copies bound for yourself, committee members, or family. The University is no longer involved in the binding process.

Depending on the type of binding desired, there are a number of options from which students might choose.

FedEx: options for all types of binding

[http://www.fedex.com/us/officeprint/storesvcs/copyprint/finishing.html?CMP=KNC-REM072&HBX\\_PK=binding+documents&HBX\\_OU=50](http://www.fedex.com/us/officeprint/storesvcs/copyprint/finishing.html?CMP=KNC-REM072&HBX_PK=binding+documents&HBX_OU=50)

Staples: four binding options

[http://www.staples.com/sbd/cre/programs/copyandprint/presentations\\_and\\_binding.html](http://www.staples.com/sbd/cre/programs/copyandprint/presentations_and_binding.html)

Thesis on Demand: a site dedicated to thesis and dissertation binding

<http://www.thehfgroup.com/tod.htm>

LuLu: Online manuscript processing options for paperback or hard cover binding

[http://www.lulu.com/en/products/paperback/?cid=en\\_home\\_publish](http://www.lulu.com/en/products/paperback/?cid=en_home_publish)

Book1One

<http://www.book1one.com/>

Smith Printing Company

<http://www.smithprinting.net/binding.htm>

Students will have complete control over the type of binding, the number of copies, and where the copies are sent upon completion of the binding process. During your UMI online submission, you can also purchase bound copies with online payment.

## Completion of Thesis from Out of State

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If you leave Michigan before finishing the thesis revision process, the Graduate School will communicate with you by phone and email. You are strongly advised to designate a contact person on campus, either a faculty member or friend, who can pick up your thesis and send it to you for revision, return the revised copy to the Graduate School, pick up the approved copy, and so on. The Graduate School staff cannot accomplish these tasks for you, nor do they have the funds to mail your documents back to you. Self-addressed stamped envelopes for returned manuscripts are helpful; usually a flat-rate priority envelope from the USPS will suffice. Do not electronically attach revised versions to email. Many times these are hard to open and printing them for editing becomes time-consuming and costly for the Graduate School. Also, different software versions can distort formatting.

## Thesis Deadlines

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IMPORTANT NOTE: If your thesis is not submitted in acceptable form to the Graduate School by the deadline listed below, you may not be able to graduate until the following enrollment period. The oral defense should have been completed (if required), all editorial suggestions from your committee members should have been incorporated, and the *Thesis Approval Form* should be signed by all committee members and the department head/school director before you submit the thesis to the Graduate School.

**December Graduation .....November 15**

**April Graduation .....March 15**

**August Graduation .....July 15**

# EASTERN MICHIGAN UNIVERSITY

## Rights and Permission Form for Electronic Thesis, Dissertation, or Capstone Project (ETD) Placement in Digital Commons (<http://commons.emich.edu/>)

Student Name:

Student ID:

E-mail Address:

Phone: (Wk)

(H)

Dept.:

Document Type:  Master's Thesis  Doctoral Dissertation  Capstone Project

Document Title:

Key words or phrases, subject headings, or descriptors:

### Student Agreement:

I hereby certify that I have obtained all necessary permission in writing for copyrighted material to be published in my thesis, capstone project, or dissertation. Further, I certify that I have obtained and attached hereto a written permission statement from the owner(s) of any copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified below. Copies of all such permissions are maintained in my files.

I hereby grant to Eastern Michigan University and its employees the nonexclusive license to archive and make accessible, under the conditions specified below, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. This is a license rather than assignments, and I, therefore, retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the above mentioned document be placed in the Digital Commons archive with the following status (**CHOOSE ONE OPTION**):

Release the entire work immediately for access worldwide.

Provide access to the entire work only to Eastern Michigan University Library and patrons. At the end of the one-year period, either I or Eastern Michigan University Library may request an extension for an additional one year. At the end of the one-year secure period (or its extension, if such is requested), the work will be handled under option 1 above. I understand that my work may only be secured from view for a total of two years. If I choose to release the work for worldwide access sooner, I will contact University Archives, University Library, 955 West Circle Drive, Ypsilanti, MI 48197-2207.

Secure the entire work for patent and/or proprietary purposes for a period of one year. During this period the copyright owner also agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from Eastern Michigan University Library. At the end of the one-year period, either I or Eastern Michigan University Library may request an extension for an additional one year. At the end of the one-year secure period (or its extension, if such is requested), the work will be handled under option 1 above. I understand that my work may only be secured from view for a total of two years. If I choose to release the work for worldwide access sooner, I will contact University Archives, University Library, 955 West Circle Drive, Ypsilanti, MI 48197-2207.

The student agrees to abide by the statements above, and agrees that this approval form updates any and all previous approval forms submitted heretofore.

The chain of emails to which this form is attached, from Graduate School to student to faculty member back to Graduate School, indicates approval and permission on the part of all parties involved to post the document on Digital Commons.

Approved 4/9/2010

*Figure 13.* Rights and Permission Form for Electronic Thesis or Dissertation Project (ETD).

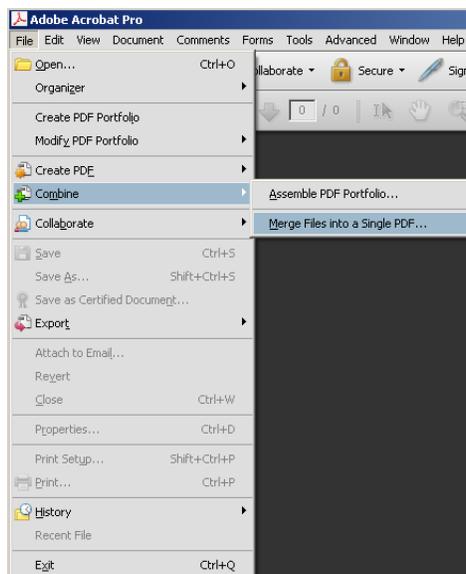
# Steps to Merge PDF Documents

To submit your thesis to the library for archiving and/or publication, it needs to be consolidated into a single PDF. Multiple PDFs can be merged into a single file using the full version of Adobe Acrobat. Currently, Adobe Acrobat Pro 9 is installed and available for use on both Macs and PCs in EMU Computer Labs in the library and across campus.

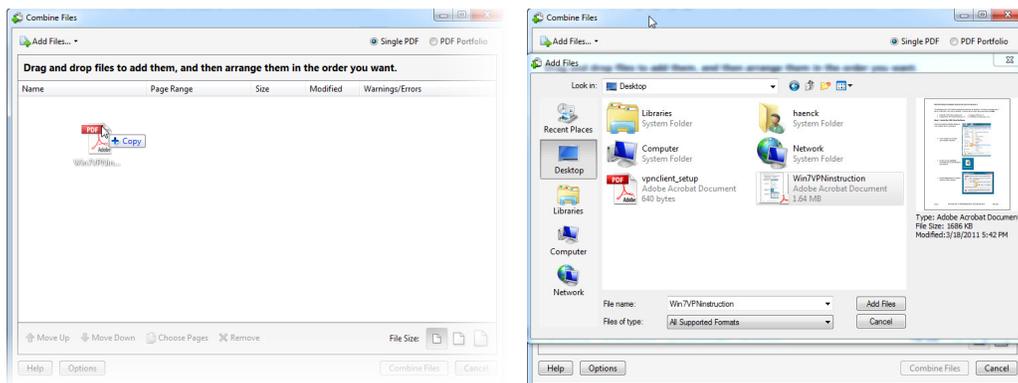
**Please note that the free client for viewing PDFs- called Adobe Reader (or Acrobat Reader, for older versions) IS NOT sufficient to consolidate files and that the full version, Acrobat Pro, is required.**

**Step 1:** Launch Acrobat Pro

**Step 2:** Click the File menu, go to Combine, and select “Merge Files into a Single PDF...”

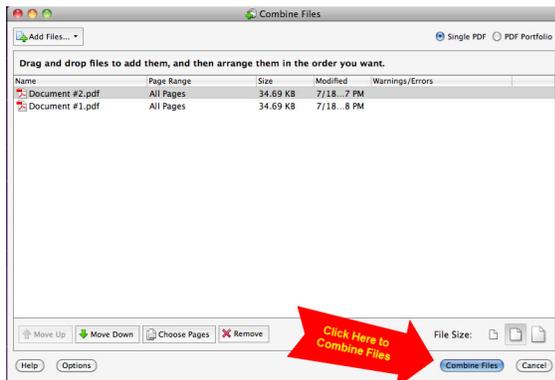
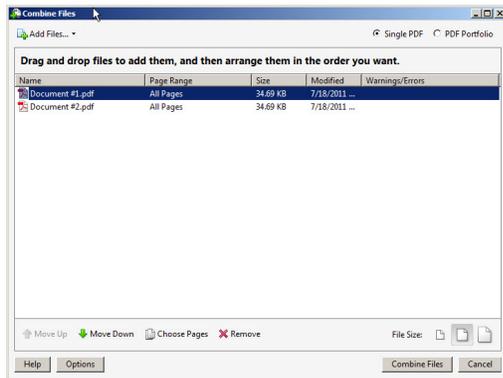


**Step 3:** Add the files you wish to combine by either clicking the Add Files button on the top left corner of the window, or by drag and drop.



**Step 4:** Adjust the contents of the files you are combining.

The Combine Files window is displayed. You can either click the Add Files button on top left corner of the window, or simply drag and drop the PDF files you wish to merge, into the Combine File window. The files can be reordered, by selecting on one of the PDFs listed and clicking the Move Up or Move Down buttons below. If you want to include only certain pages from a particular PDF, click the Choose Pages button.



**Step 5:** Click the Combine Files button, and a single document will be created; a save dialog box will be displayed listing the default name of “binder” for the combined PDF. You can then give the file a name of your own choosing and save it for submission.