

Thesis Guide

Jacksonville State University Office of Graduate Studies

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INTRODUCTION

This *Guide* is designed to aid the graduate student, choosing the Thesis Option in the preparation of an acceptable manuscript and to serve as a procedural handbook for required steps leading to final approval of the thesis by the Senior Director of Graduate Studies.

This *Guide* contains certain general requirements pertaining to style, organization, format, paper quality, and reproduction which apply to all theses at Jacksonville State University.

Documentation for references, footnotes, bibliographies and reference lists should be prepared according to the style prominent in the student's field of study. It is the student's responsibility to receive approval from his/her major professor for the documentation style to be used. Appendix A gives a list of the style manuals currently used by the various departments. In those instances where instructions in the approved style manual and this *Guide* differ, **this Guide takes precedence**. Previously bound or online theses should not be used as basic guides for preparing current manuscripts because they may reflect obsolete standards and/or unacceptable deviations.

Thesis students should contact the Office of Graduate Studies to receive an orientation to the thesis process prior to enrolling in the *first three semester hours of thesis, 599*. This orientation can be completed either in person or via email. The purpose of the orientation is to provide the thesis student with information concerning required forms, due dates and to answer any questions concerning thesis options and/or procedure. For further information concerning this orientation, please contact LaRilda VanSandt, vansandt@jsu.edu, 322 Bibb Graves, 256-782-5345 or Julie Maddox, jmaddox@jsu.edu, 322 Bibb Graves, 256-782-5327.

STANDARDS FOR THESES

The thesis must reflect original research and/or creative activity. This scholarly document will demonstrate the student's ability to:

1. Select a topic which can be studied in terms of time, equipment needs and experimental population or information available.
2. Receive approval of a topic by the student's Thesis Committee and the Senior Director of Graduate Studies.
3. Analysis of existing literature for relevant studies and material on the topic of choice.
4. Obtain, organize and analyze data and information that is available, using logical and/or statistical analyses appropriate for the project.
5. Integrate, in a meaningful way, the findings into the greater body of existing knowledge and state its significance.
6. Present a manuscript in an accepted form to the satisfaction of the Thesis Committee and the Senior Director of Graduate Studies.
7. Online submission of the approved final version of the thesis to JSU Digital Commons.
8. Change from Thesis Option to Non-Thesis Option. If a student wishes to change from Thesis Option to Non-Thesis Option, then the student must notify the chairperson of their thesis committee.

The student must **also** submit a written request to Graduate Studies to formally request this change. Email requests may be sent to vansandt@jsu.edu. Thesis courses are numbered 599 in all majors that offer a Thesis Option. The 599 course is taken twice for a total of six (6) credit hours toward the Thesis Option program only. Students who change from the Thesis Option to the Non-Thesis Option and have completed one or both 599 courses, will need to enroll in electives to replace the completed 599 courses.

PREPARATION

Thesis Committee

When a student selects the Thesis Option, a three-member Thesis Committee is to be established for each student. The members of the committee are appointed by the department head from the graduate faculty in the student's major field. One member of the Thesis Committee will be designated by the department head as the student's major professor and chair of the committee. It is the responsibility of the major professor to convene the Thesis Committee to discuss any aspect of research progress or thesis preparation. In some instances, members may be named from outside the department, with the approval of the Senior Director of Graduate Studies. These persons from outside the department serve in addition to the three members from the department.

Thesis Course Work

Prior to enrolling in the first three semester hours of thesis, a student choosing the Thesis Option must submit a "Thesis Option" form approved by the student's Thesis Committee to the Office of Graduate Studies. The "Thesis Option" form is available online at <http://www.jsu.edu/graduate/docs/thesisoption.pdf>.

Prior to completing the first three semester hours of thesis, a student choosing the Thesis Option must submit a "Prospectus for Thesis" form approved by the student's Thesis Committee to the Office of Graduate Studies for approval of the Senior Director of Graduate Studies. The "Prospectus for Thesis" form is available online at <http://www.jsu.edu/graduate/docs/prospectusforthesis.pdf>.

IRB Approval

If a student proposes to conduct research that involves human subjects, the student must receive approval from the University Institutional Review Board for Human Use (IRB). Students will receive direction from the Office of Graduate Studies regarding the IRB approval process.

Draft Preparation

The student and the student's Thesis Committee will decide on an appropriate style and an appropriate timetable for the draft(s) of the thesis. The student will research and prepare a draft copy under the guidance of the student's major professor. Following the initial review and approval by the major professor, the student will submit a copy to the members of the Thesis Committee, allowing them a reasonable time for review of the document. The Thesis Committee may recommend further work or revision on the manuscript or may indicate that it is ready for oral examination. Once the committee approves the final draft, the Thesis Defense may be scheduled.

Draft Submission

Each member of the Thesis Committee must receive a copy of the final draft at least one week prior to the oral examination. Graduate Studies must also receive a copy of the final thesis draft. The due date for submitting a final thesis draft to Graduate Studies is located online at <http://www.jsu.edu/graduate/thesis-dissertation/index.html> .

Members of the Thesis Committee have the responsibility of requiring the student to prepare a thesis that meets the appropriate standards of scholarship before final signed copies are submitted to Graduate Studies. The due date for submitting final signed copies of these to the Office of Graduate Studies is online at <http://www.jsu.edu/graduate/thesis-dissertation/index.html>.

Thesis Defense

A student anticipating completion of the thesis, and therefore graduation, should submit an Application for Graduation by the due dates for that semester. Due dates for the current and upcoming semester can be found online at <http://www.jsu.edu/graduate/graduation.html>. A \$50 non-refundable degree fee is charged *each time* a student submits the Application for Graduation. If a student fails to graduate in the semester stated on the Application for Graduation, then the student will be required to submit a new Application for Graduation by the due dates for a future semester and pay the additional degree fee.

The Thesis Defense is scheduled after arrangement of a mutually convenient time for committee members. Notices are then distributed by the student's committee chair (and copied to the Office of Graduate Studies). The examination must be scheduled so that the student can meet the deadlines for submission of the final draft copy and the final signed copies to Graduate Studies.

The student must bring an original Thesis Approval Page (see Example 1 in Appendix B) to their Thesis Defense.

At the Thesis Defense, the thesis will be reviewed carefully, and the student will be required to defend the work, including objectives, methodology, results, and conclusions.

On the basis of this defense, the committee either will sign the Thesis Approval Page, thereby approving the document as submitted, or disapprove the document as submitted. In the event that the committee disapproves the document, the reasons should be communicated to the student for action. The committee will indicate further research required and/or revisions needed for approval. The committee may require another oral examination, or it may approve the thesis after revisions without an additional examination. Approval of the thesis must be by unanimous vote of the committee members.

Final Copies

Once a student successfully passes the Thesis Defense and completes corrections/changes from the thesis committee and the Office of Graduate Studies, the student will be instructed to upload

the thesis to JSU Digital Commons by the required deadline. Failure to meet this deadline may result in a delay in the student's graduation until a subsequent semester. The student and the thesis committee have the primary responsibility for writing, editing, proofing, and following the appropriate style manual for the thesis.

The purpose of the review by the Office of Graduate Studies is to provide a final evaluation of each thesis as a degree requirement and before it is submitted for publication. This thorough review will concentrate on the student's understanding of and skill in:

1. use of grammar and mechanics;
2. use of style manual of the student's field of study; particularly as pertains to bibliographic form;
3. conformity to the *JSU Thesis Guide*.

When editorial changes are so extensive that the quality of the thesis is compromised, the document will be returned for a more thorough review and edit by the student and the committee. Until final signed copies are submitted to JSU Digital Commons and signed approval pages are received, the student's transcript will be held.

Information concerning dates for submission of draft and final signed copies and completion of graduation requirements in a given semester is located online at <http://www.jsu.edu/graduate/thesis-dissertation/index.html>.

Submission to JSU Digital Commons

Upon final approval from the Office of Graduate Studies, students will be notified via email that their final document should be submitted to JSU Digital Commons for online publication and a step-by-step guide will be provided at that time to assist with this process. Students will not be cleared to graduate until this process is complete.

Binding and Disposition

Students are no longer required by the Office of Graduate Studies to bind their thesis. However, any student interested in ordering print copies should refer to the JSU Digital Commons process manual for more information (Section VII, p. 11).

Copyright Information

A thesis may be protected from unauthorized copying by means of copyright. To make notice of copyright, it is necessary only that a copyright page be inserted. This page is worded as follows:

@1988 (current year)

YOUR NAME IN CAPITAL LETTERS

All rights reserved

A student may personally register a copyright of the thesis with the Copyright Office.

Information may be obtained through the University Library or through the Register of Copyright, Library of Congress, Washington, D.C. 20559.

ORGANIZATION

The thesis is divided into three parts: prefatory materials, text, and reference material.

Assembly of Copies

All theses must be assembled in the following order:

- a. Thesis Approval Page
- b. Title Page
- c. Copyright Page (if applicable)
- d. Abstract
- e. Acknowledgment Page (if applicable)
- f. Table of Contents
- g. List of Tables
- h. List of Figures
- i. Preface (if applicable)
- j. Text (to be arranged in accordance with the format of a style manual or scholarly journal in the student's field)
- k. Documentation (footnotes, etc., according to the format of a style manual or scholarly journal in the student's field)
- l. Bibliography (according to the format of a style manual or scholarly journal in the student's field)
- m. Appendices
- n. Vita (optional)

Prefatory Material

Prefatory Materials are numbered in sequence using Roman Numerals and all headings for the pages are centered two inches from the top of each page and typed in all capital letters.

Thesis Approval Page

The approval page is the first page of the thesis. It is not numbered; however, it is understood to be page Roman numeral one when totaling the number of pages for the abstract.

Names of all committee members and the Senior Director of Graduate Studies must be included. Committee members' names should be printed as they are given in the Graduate Catalog, followed by their academic title and department. There should be no commas at the end of the title lines. Do not use administrative titles (for example, "Head") for committee members. Note that the major professor's name goes first, followed by the words "Major Professor." The Senior

Director of Graduate Studies name should be placed in the last position, with administrative title. (See Example 1)

Approval pages for all copies to be submitted must be signed in black or dark blue ink; do not duplicate signatures.

Title Page

The title page is not numbered; however, it is understood to be page Roman numeral two when tabulating the total number of pages for the abstract. The title page has three sections: the title of the thesis, the author's name and the submission statement. If two or more lines are needed for the title, they should be in inverted pyramid style and double-spaced.

The author's full name should be used. The full title and author's name are typed in all capital letters. For all other wording on the page use capital and lower case letters. The submission statement should read exactly as Example 2, filling in the appropriate degree and the date of graduation.

Special attention should be given to titling the paper. Modern retrieval systems use the words in the title to locate the subject of theses. In order for the subject to be located easily, the title must be a meaningful description of the content. Avoid oblique reference, and the use of word substitutes, formulas, symbols, superscripts, subscripts, and Greek letters.

Copyright Page

The copyright page is blocked and single-spaced. Copyright information is typed just above the bottom margin of the page. All final copies submitted must be signed in ink and dated (using the date of graduation). Do not duplicate your signature. The copyright page is numbered Roman Numeral iii. (See Example 3)

Abstract

The abstract is a concise summary that is separate from and independent of the text. It should be constructed with the purpose of reporting only the essential characteristics of the study. Regardless of the field, the abstract should describe the problem, procedure or method, results, and conclusions. Abstracts of experimental research studies should contain statements of the problem, methods, and results. In behavioral research the numbers and kinds of subjects should be indicated. References should not be included in the abstract.

The total number of typed pages includes both the Roman (prefatory) and Arabic (text) numbers. The abstract is limited to two pages, continues the Roman numeral sequence and is headed ABSTRACT. (See Example 4)

Acknowledgments

Inclusion of this section is optional. Any acknowledgment should be expressed simply and tactfully. Only the persons and institutions that have rendered non-routine aid should be recognized. It is appropriate for you to acknowledge the help of your Thesis Committee as well as selected others. If included, this page is numbered in Roman numerals and headed ACKNOWLEDGMENTS. (See Example 5)

Table of Contents

The Table of Contents must accurately reflect the outline and organization of the thesis. It continues the Roman numeral page numbering sequence. The heading, TABLE OF CONTENTS, is centered 2 inches from the top of the page. The list of contents begins four spaces below the heading, at the left-hand margin. Each title is followed by a row of periods leading to a column close to the right-hand margin containing each page number. The word "Page" should appear as the heading to the column of page numbers on the right side of the page. (See Example 6) The Table of Contents should start with the Table of Contents and should show all major and at least primary subheadings exactly as they appear in the text.

Lists of tables, lists of figures, chapter headings, bibliography and appendix are written in all capitals. Note that the chapters are preceded by the Roman numeral chapter designations followed by the title of the chapter. If an entry is longer than one line, it should be single spaced, with double spacing between entries. Subheadings should be single-spaced, typed in upper and lower case letters and indented two spaces. You may choose to omit subheading listings from the table of contents, or show one or more levels of subheadings; however, you must be consistent from chapter to chapter.

List of Tables

The List of Tables should immediately follow the Table of Contents and continue the Roman numeral sequence. The heading, LIST OF TABLES, should be centered, 2 inches from the top of the page; the listings begin at the left margin four spaces below. The word "Page" should appear as the heading of the column of page numbers on the right side of the page.

Tables should be numbered consecutively throughout the text in Arabic numerals. (See Example 7)

List of Figures

All illustrative materials other than tables are considered figures, including charts, graphs, drawings, photographs, or formulas. (See Example 8) The List of Figures follows the List of Tables and the page should follow the same format. Figures should be numbered consecutively throughout the text in Arabic numerals.

Text

The first page of the manuscript is numbered with the Arabic 1 and all subsequent pages, including the bibliography and appendices, are numbered with Arabic numerals. The thesis must be arranged in some logical manner. Each major division is numbered consecutively with a Roman numeral. The main text should be double spaced with each division beginning on a new page. Subdivisions within a division do not begin on a new page unless the preceding page is filled.

Aspects of the internal organization of the manuscript not covered in this Guide (including headings, subheadings, tables, figures, footnote and bibliography, and appendices) should be consistent with the style prominent in the student's field of study or profession.

Reference Materials

All theses must include references to document the text. The heading used should be consistent with the style prominent in the student's field of study or profession. The heading, is centered, without punctuation, 2 inches from the top of the page. Entries should follow the style manual of the student's field of study.

Appendices

Appendices consist of material related to the text but not suitable for inclusion in it, such as lengthy tables, figures, documents, computer printouts. Appendices should be labeled alphabetically and each should have a descriptive title. Each appendix with its title should be listed in the Table of Contents. Refer to each appendix in an appropriate place in the text. Photographic reduction of material to conform to margin requirements is permitted if the material remains clear and legible.

Vita

The vita or biographical sketch should contain the full name of the student, his or her parent's names (maiden name of student's mother must be enclosed in parentheses), the date and place of student's birth, and a brief summary of academic training and experiences. Depending upon the field of specialization, the student's non-academic training may be relevant. If applicable, the vita should contain information regarding marriage and children. It should be written in one long paragraph, in the third person, and limited to one page.

The vita is not numbered and headed VITA. (See Example 9)

Illustrative Materials

Drawings, figures, tables, graphs, photographs, maps, and all other illustrative materials may be included only if they are of very high quality.

FORMAT REQUIREMENTS

Pagination

Prefatory Pages

The approval page and title page are not numbered, but are understood to be pages i and ii. Thus, numbering begins with the copyright page (iii). All following prefatory pages are numbered consecutively in small Roman numerals centered one inch from the bottom of the page.

Text

The body of the manuscript should be numbered in Arabic numerals. Page numbers must be placed as defined by the style manual used by the student, except for those pages with major headings, i.e., bibliography, appendix, where the page number would be centered one inch from the bottom. Pages for tables and figures are treated just as the regular text.

Margins

Left-hand margins must be one and one-half inches. The right margin should be one inch. Excessive extension into the right-hand margin will not be accepted. The one-inch margin at the top of the page should be measured from the edge of the paper to the top of the page number; at the bottom of the page, the one-inch margin should be measured, as the case may be, from the edge of the paper to the last line of type (text or footnotes) or to the bottom of the page number. All tables and figures must conform to the margin requirements. Tables, etc., larger than 8 ½ x 11 inches may be folded, or the table may be reduced in size to permit the entire table to be placed on an 8 ½ x 11 sheet of paper.

Exceptions to the bottom margin requirement are as follows:

1. A subhead must be followed by two full lines of type below it. Otherwise the page should be left short and the subhead placed on the next page.
2. A paragraph must include at least two lines of type at the bottom of the page and two lines on the following page. Otherwise, the paragraph should begin on the following page and leave the previous page short of copy.
3. The last word on any page cannot be hyphenated. The line should be left short at the right margin and the whole word typed on the following page.

Centering Material on the Page

The horizontal "center" of the thesis page is approximately one-fourth inch to the right of the actual center of the page to allow for the larger left margin necessary for binding. Centered headings and page numbers will be centered within the prescribed margins as previously mentioned. If photocopying is planned, pay careful attention to margins as some photocopying processes tend to spread or magnify the material.

Spacing

Double

The text of the thesis is to be double-spaced. This includes (1) spacing between the page number at the top of the page and the first line of the text, (2) between the last line of text and the page number, where applicable (if the text is completed before reaching the bottom of the page, the page number should be dropped down to the one-inch margin), and (3) below subheadings before beginning the text.

Single

Single spacing should be used for block indented quotations of at least four lines.

Triple

Triple spacing should be used (1) below chapter headings and all major headings (i.e., appendix, bibliography, vita, etc.), (2) after text before a new subheading, and (3) before and after tables in the text.

Major Headings

Major headings such as chapter titles, bibliography, and appendix should be typed in all capital letters and placed two inches from the top of the page. Page numbers appear one inch from the bottom of the page.

PREPARATION OF FINAL DOCUMENT

Submission to JSU Digital Commons

As a graduation requirement, all JSU graduate students completing a thesis must submit their final version of their document to the Houston Cole Library for archiving. Submission is in a digital format through an online system, JSU Digital Commons (digitalcommons.jsu.edu).

This digital version of the student's thesis will be the official version of record, made publicly accessible, and permanently retained by the library.

The step-by-step submission guide will be provided via email upon the Office of Graduate Studies receipt of the signed Thesis Defense form and following the completion of the final review process. Students must complete the JSU Digital Commons submission process in order to be cleared to graduate.

Abbreviations and Names

Abbreviations should be prepared according to the style prominent in the student's field of study. This can be ascertained by examination of style manuals and periodicals in the student's field of study.

Use of Copyright Material

Students must be careful when using copyrighted materials not to violate the rights of the copyright owners. Students may generally make limited use of short passages from copyrighted materials if they give proper credit to the owner of the copyright. Extensive use of copyrighted materials, however, requires that the student obtain permission from the author or the publisher of the copyrighted materials.

Obtaining permission and any payment or compensation required, is the responsibility of the student. If permission is obtained, a letter of release from the copyright owner should be in the student's possession prior to the binding of the thesis.

APPENDICES

APPENDIX A
STYLE MANUALS

Biology	CBE
Counselor Education	APA
Criminal Justice	APA
Early Childhood Education	APA
Early Childhood Special Education	APA
Elementary Education	APA
English	MLA
General Studies	APA
Health Education	APA
History	Turabian
Instructional Leadership	APA
Library Media	APA
Mathematics	APA
Music	Turabian
Music Education	Turabian
Physical Education	APA
Political Science	Turabian
Psychology	APA
Secondary Education	APA
Special Education	APA

MLA

Achtert, Walter. (latest edition). The MLA style manual. New York: Modern Language Association of America.

CBE

CBE Style Manual Committee. (latest edition). CBE style manual: a guide for authors, editors, and publishers in the biological sciences. Bethesda, MD: Council of Biology Editors.

APA

Publication manual of the American Psychological Association. (latest edition). Washington: D.C.: The Association.

Turabian

Turabian, Kate L. (latest edition). A manual for writers of term papers, theses, and dissertations. Chicago: University of Chicago Press.

APPENDIX B

EXAMPLES OF SELECTED PAGES

(EXAMPLE 1)

THESIS APPROVAL

Candidate: First Middle Last Name
Major: History
Thesis Title: The Historiography of Bismarck's Diplomacy, 1871-1890

Approval:

Ronald J. Caldwell
Professor of History
Major Professor

Date

Phillip E. Koerper
Professor of History

Date

Milo E. Magaw
Professor of History

Date

Channing R. Ford
Senior Director, Graduate Studies

Date

(EXAMPLE 2)

HISTORIOGRAPHY OF BISMARCK'S DIPLOMACY

1871-1890

A Thesis Submitted to the
Graduate Faculty
of Jacksonville State University
in Partial Fulfillment of the
Requirements for the Degree of
Master of Arts
with a Major in History

By

CHANCEY KELLY MCCORD

Jacksonville, Alabama

April 27, 1991

(EXAMPLE 3)

copyright 1991
All Rights Reserved

Chancey Kelly McCord

Date

(EXAMPLE 4)

ABSTRACT

This paper examines the interpretations of Bismarck's diplomacy, 1871-1890, by eight leading historians who viewed the Bismarckian Era from different vantage points and in different time periods. Following an introduction on the period, one chapter examines the interpretations of three authors of standard diplomatic texts, Robert Balman Mowat, Sidney Bradshaw Fay, and Rene Albrecht-Carrie. A chapter each is devoted to Joseph V. Fuller, Luigi Albertini, William L. Langer, William N. Medicott, and Alan John Percival Taylor. A final chapter presents conclusions about the historians' views of Bismarck's diplomatic career.

The interpretations of the individual historians ranged from high praise for Bismarck's diplomacy and statesmanship on the one hand to condemnation for his duplicity, treachery, and spreading the seeds of war on the other hand. All the historians agreed, however, that Bismarck was the prominent figure in the international history of the late nineteenth century. Collectively their views show the significance of his policies in the crucial half-century before the First World War.

vi., 118 pages

(EXAMPLE 5)

ACKNOWLEDGMENTS

I would like to express my gratitude to the faculty of the Department of History for their instruction during my program. It was an enjoyable and valuable learning experience.

I would also like to thank my major professor, Dr. Ronald J. Caldwell for his guidance and expertise. Also to committee members, Dr. Phillip J. Koerper and Dr. Milo E. Magaw for their numerous contributions to this project.

And special thanks to my family for their patience, support, and encouragement.

Chancey Kelly McCord

(EXAMPLE 6)

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(EXAMPLE 9)

(EXAMPLE 9)

VITA

Colonel Chancey Kelly McCord was born in Selma, Alabama, on July 20, 1937. He is the son of Lt. Col. (Ret.) and Mrs. (nee Kelly) Walter B. McCord of Greensboro, Alabama. He is married to Carol (Empson) McCord and they have five children. Col. McCord received a Bachelor of Science in History at Murray State University in 1960 and a Master of Arts in History at Jacksonville State University in 1991. Following graduation in 1960, he was commissioned in the US Army Field Artillery and served in various command and staff assignments in the United States, Europe, and Vietnam. He retired in 1989 in the grade of colonel. The McCords reside in Anniston, Alabama.