

THESIS GUIDELINES

Academic Year 2022-2023



**GRADUATE
STUDIES**

CONTENTS

1	General Purpose.....	2
2	Steps in Thesis Completion.....	2
3	Thesis Committee Selection Guidelines.....	3
4	Format of Thesis.....	3
4.1	Margins.....	3
4.2	Pagination.....	3
4.2.1	Preliminary Pages.....	3
4.2.2	Text and Reference Pages.....	4
4.3	Spacing.....	4
4.4	Type Style/Fonts.....	4
4.5	Preliminary Pages.....	5
4.5.1	Templates.....	5
4.5.2	Title Page.....	5
4.5.3	Dedication / Acknowledgement.....	5
4.5.4	Table of Contents.....	5
4.5.5	Abstract.....	5
4.6	Photographs, Tables, and Figures.....	5
5	Submission of the Completed Thesis to the Graduate Studies Office.....	6
5.1	Online Submission to ProQuest.....	6
5.2	Copyright.....	6
6	Summary of Deadlines.....	6
7	Instructions for Embargo.....	7

1 GENERAL PURPOSE

The Thesis Guidelines for Truman State University is to assist those students writing master's theses as part of their degree requirements. The information contained in this pertains primarily to technical aspects of thesis writing and submission, such as file format, general formatting, the manner of submission, etc. The goal of this manual is to establish certain regulations and criteria which will result in a high-quality, uniform appearance among the theses written at this university, as well as to meet ProQuest's requirements for online submission.

2 STEPS IN THESIS COMPLETION

1. Topic area discussed with faculty members.
2. Selection of a Thesis Advisor (who also serves as thesis committee chairperson) and thesis committee members. If a third reader is requested, the [Approval for Third Reader](#) form will need to be completed.
3. Student completes the [Thesis Committee Approval Form](#) and submits it to the Graduate Studies Office after all signatures/approvals have been completed.
4. The thesis project is completed by the student in conjunction with procedures adopted by the discipline faculty. In addition, some disciplines require or recommend a thesis proposal meeting of the entire committee. Procedures for ensuring the protection of human subjects should be followed when applicable.
5. The student, in conjunction with the Thesis Advisor, schedules an oral defense of the thesis with the entire thesis committee.
6. The results of the thesis exam are sent to the School Dean by the Thesis Advisor. After the School Dean signs the form, the original is delivered to the Graduate Studies Office.
7. After all of the corrections and revisions suggested by the committee are completed, the thesis is submitted to the committee members and the Department Chair for signatures on the Approval Sheet.
8. Once approved by the committee and department chair, the student should submit the thesis online through [ProQuest's submission page](#). link also available on the Graduate Studies Office [thesis webpage](#).
9. After submitting the thesis online, the student should submit the signed paper copy of the Approval Sheet to the Graduate Studies Office.
10. Once approved by the School Dean, the thesis will be approved for publication by ProQuest and sent to the library for archival purposes in the institutional repository.

3 THESIS COMMITTEE SELECTION GUIDELINES

It is the student's responsibility to choose one faculty member to serve as the Thesis Advisor. The student will seek the faculty member's approval prior to registering for thesis credit. The student and Thesis Advisor will then choose two or three additional thesis committee members. One of these committee members must be from a discipline outside the student's major academic area. The Thesis Committee Approval Form and the Approval for Third Reader form (if applicable) must be submitted to the Graduate Studies Office at least one semester before the thesis is to be completed.

4 FORMAT OF THESIS

General Note: All students are advised that the first authority on format for a thesis is the academic discipline style manual. Each program has selected the manual that is most suitable for that discipline, and the student should follow it. The guidelines provided in this section are meant as technical details to establish uniformity of appearance among all theses written at Truman State University. Format for references, tables, figures, etc., if given in the academic style manual, should be followed. Students are asked to follow the University format exactly for: Approval Sheets, Title Pages, the order of preliminary pages, size of margins, type style, and method of pagination.

4.1 MARGINS

A standard margin of 1 inch on the top, bottom, left, and right should be applied to every page.

4.2 PAGINATION

4.2.1 Preliminary Pages

All preliminary pages of the thesis (Table of Contents, Abstract, List of Symbols, etc.) should be numbered with lower-case Roman numerals, centered in the bottom margin $\frac{1}{4}$ inch down from the last line of text, at least $\frac{3}{4}$ inch from the edge of the page. No punctuation of any kind is to be used around the page numbers. The title page is considered page i, but it should not be numbered.

Preliminary Page Number/Sequence	Preliminary Page Type (in order of placement)	Required?	Included in Table of Contents?
i (not numbered)	Title Page	Yes	No
ii	Dedication	No	No
iii	Acknowledgements	No	No
iv	Table of Contents	Yes	No
v	List of Tables	No	If Used
vi	List of Figures	No	If Used
vii	List of Symbols	No	If Used
viii	Abbreviations/Nomenclature	No	If Used
ix	Abstract	Yes	Yes

Note: The above table is numbered as if all of these pieces were present; actual theses' page numbers should reflect the actual positions of the pages that are included from this list.

4.2.2 Text and Reference Pages

All text and reference pages are numbered with Arabic numerals and should be placed either in the upper right corner, even with the right margin and $\frac{3}{4}$ inch from the top of the page, or centered in the middle of the bottom margin ($\frac{3}{4}$ inch from the bottom of the page). Whichever method is used must be consistent throughout the entire manuscript. There should not be any kind of punctuation around the page number. Tables and figures are to be numbered consecutively within the text. For example, if there are a series of tables related to a single theme, each table should be numbered consecutively. DO not give the series a single page number and then label each separate table as a, b, and c.

4.3 SPACING

The body of the text should be double-space. Spacing on quotations, footnotes, etc. should be handled according to the format established by the academic discipline style manual.

4.4 TYPE STYLE/FONTS

Use standard fonts/type styles, such as Times New Roman, Helvetica, Cambria, or Palatino. Any kind of italic, script, or other such type styles are acceptable for emphasis purposes only. Do not use type larger than 12 point, or smaller than 9 point for the main body of the text. Remember that it is very important to the finished quality of the thesis that it be done in a clear, readily-legible type. Typically, serif fonts are easier to read in long documents than sans-serif fonts. If you have questions about the legibility about your document, speak to your Thesis Advisor or the Graduate Studies Office.

4.5 PRELIMINARY PAGES

4.5.1 Templates

On the Graduate Studies Office website are templates to be used for determining spacing, margins, capitalization, and general format for the preliminary pages of the thesis.

4.5.2 Title Page

The title page is placed first, and although the number does not appear on the page, it is considered page i.

4.5.3 Dedication / Acknowledgement

The Dedication and/or Acknowledgement page(s) should be typed in simple paragraph form, beginning 2 ½ inches down from the top of the page. If the thesis is to have both a dedication and an acknowledgement, they should be on separate pages.

4.5.4 Table of Contents

The Table of Contents follows the Dedication and/or Acknowledgement, and lists everything which follows it. Do not list pages in the Table of Contents which precede it. Depending on the structure of the thesis, the student may wish to use a simple or more complex format for the Table of Contents. It is important that the wording for headings and subheadings (if any) match exactly those used in the body of the thesis. If the academic style manual establishes specific guidelines for the Table of Contents, the student should adhere to the manual.

4.5.5 Abstract

The abstract contains a summary of the conclusions your thesis makes, in paragraph form. Detailed information on its format is found on its template.

4.6 PHOTOGRAPHS, TABLES, AND FIGURES

If a student wishes to use photographs as part of the illustrative material in the thesis, certain requirements must be met. Photographs should be of high resolution. They may be placed on separate pages or on pages along with the text, depending on their size.

When Tables (tabulated numerical data) and Figures (any other type of non-verbal content – graphs, maps, drawings, etc.) are to be included in the thesis, they may be placed on separate pages or as part of the text. Again, the student should consult the academic discipline style manual and his or her advisor for the preferred form with any particular discipline. If Tables and Figures are displayed on separate pages, general form indicates that they should appear as close as possible to the section of text which refers to them, rather than as a group at the end of the text.

5 SUBMISSION OF THE COMPLETED THESIS TO THE GRADUATE STUDIES OFFICE

5.1 ONLINE SUBMISSION TO PROQUEST

Truman State University no longer accepts paper submissions of graduate theses, but rather employs ProQuest ETD platform to accept digital submissions. Specific instructions for this process are found in the Electronic Thesis Submission Tutorial, available on the Graduate Studies Office website.

5.2 COPYRIGHT

Student should understand that submitting their work to ProQuest is in no way an infringement of their copyright. A student wishing to have the thesis copyrighted by ProQuest may do so by indicating this during the electronic submission process. This process will require a fee from the student. Note that you retain copyright to a work, even if you do not register that copyright.

6 SUMMARY OF DEADLINES

1. The Thesis Committee Approval Form should be submitted at least one semester before commencement to the Graduate Studies Office.
2. A pre-defense draft of the thesis shall be submitted to the Thesis Advisor not less than four weeks prior to the date of commencement.
3. The Thesis Examination will take place not less than seven days after the thesis is in the hands of the examining committee and not later than three weeks prior to commencement. If the committee determines that any further corrections are necessary, they should be made at this time. Once the corrections and changes have been made, the Thesis Committee may sign the Approval Sheet.
4. The thesis must be submitted online, and the approval sheet should be submitted to the Graduate Studies Office not less than 14 days prior to the date of commencement at which the student expects to receive the degree.

7 INSTRUCTIONS FOR EMBARGO

Important information for students who may submit their theses for publication after graduation.

In some instances, students at Truman may submit their work for publication after they have submitted their theses electronically at Truman.

If you are intending to publish any part of your thesis, you may want to restrict public access to the thesis, and simply choose to have it available to the campus community ONLY.

Here's an example of why it is important to do this:

Creative Writer Jane Smith submits a set of short stories as her "MA creative thesis" in Spring, 2022. She does not restrict access and her thesis is readily available to all who wish to read it via the internet.

Jane Smith regularly submits her stories to literary journals for publication and so therefore she will submit (or maybe already has submitted) her thesis stories to various journals.

Literary Journal ABC accepts one of her stories six months after she has graduated. As is the case with almost all literary journals, they ask her to sign a contract agreeing that they will be the first to publish her work. Note: she cannot do this because her story (that she submitted with her thesis) is already out in public on the internet because she did not restrict access to it. Literary Journal ABC therefore turns down the story.

If, for any reason, you would like to restrict access to your thesis to the Truman campus community ONLY, please do the following:

- (1) Choose the 2-year embargo when submitting the thesis to ProQuest; then post-graduation
- (2) Contact ProQuest (800-521-0600 x77020) to request an extension (for whatever length you choose up to and including "indefinite"), and also
- (3) Contact the Library to request access be restricted to the campus network.