

# **FORM & STYLE GUIDELINES FOR MASTER'S THESIS**

Eastern Washington University - Graduate Affairs Council

Graduate Programs Office  
206 Showalter Hall  
509.359.6297  
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***This guide contains general information. Please consult with your thesis committee for departmental guidelines and additional information.***

Included in the guide:

- Selection of Thesis/Oral Comprehensive Exam Committee
- Regulations on Style, Format
- General Suggestions
- Procedures for Submitting Thesis - Copying/Binding
- Sample Pages (Title Page, Signature Page, Authorization Page, Vita)
- Thesis Submission Checklist



*Thesis Submission Checklist*

- ☐ Final thesis document printed on appropriate white thesis bond paper (a minimum of three copies on bond paper; the student copy can be on any type of paper).
- ☐ Title page is formatted appropriately (please see example page); please use the **same font** as the rest of the thesis document. Title page **should not** have a page number.
- ☐ At least one signature page must have **original signatures** (no exceptions will be made to this policy; it is suggested that the candidate bring copies of the signature page on the thesis bond paper to the oral examination so that committee members may sign the pages at the conclusion of the examination).
- ☐ Include vita as last page of document. **The vita is required for all thesis submissions.**
- ☐ Email electronic versions of thesis in a single Microsoft Word \*.docx and a single Adobe .pdf to [gradthesis@ewu.edu](mailto:gradthesis@ewu.edu). (\*.docx format is the Office 7 version available in all campus computer labs).
- ☐ Complete and submit the Graduate Thesis Submission Form (available at <http://www.ewu.edu/Grad/Graduate-Student-Forms.xml>) with the appropriate original signatures to the Graduate Programs Office, Showalter Hall 206 at the time of thesis submission.

Please contact the Graduate Programs Office at 509.359.6297 if you have any questions about these guidelines.

## **Introduction**

A thesis is an integral part of the scholarly achievement of master's degree candidates in many graduate programs at Eastern Washington University. Approved theses are bound and become part of EWU's JFK Library. They will be catalogued and should have the quality of a published volume.

The thesis guidelines provided here are designed to help students meet this high standard. Minimum requirements for all thesis copies are followed by general suggestions on handling common problems in thesis preparation. Responsibility for final content and style rests with the author and the candidate's graduate committee. The Graduate Programs Office will check for paper quality, margin, the signature page, and payment before accepting a thesis for binding.

The University has policies and procedures in place to ensure that individuals conducting research, including graduate students, comply with applicable federal regulations and/or state laws governing the use of human subjects, the care and use of animals, significant financial interest disclosure, scientific misconduct, intellectual property and copyrights. If the student's research is affected by any of the above, he or she must obtain University approval prior to initiating the research. Further information and application materials for institutional review and research are available from the Office of Grants and Research Development, Showalter Hall 210B. The office can also be reached by phone at 509.359.6567 or by email at [grants@ewu.edu](mailto:grants@ewu.edu)

### **Selection of Thesis/Oral Comprehensive Exam Committee**

Every year, each academic department or program nominates faculty for designation as graduate faculty. Nominees are reviewed by the Dean of Graduate Programs. Final selection of graduate faculty is a formal process based on scholarship, area of interest, and peer review. Each department maintains an updated list of faculty eligible to serve on graduate committees with the Graduate Programs Office. This list also identifies faculty eligible to serve as thesis advisors. Graduate Program Advisors and Department Chairs can assist students with recommendations for committee selection. Departments may change their approved faculty list as needed on a quarterly basis.

The selection of Thesis/Oral Comprehensive Examination committee members is an important component of graduate student education. Committee members take a leading role in assuring the quality of the research and of the document produced by students. Selection of thesis members should be primarily based on the expertise they can contribute to the research and writing of the thesis. A graduate student's thesis reflects on the academic unit, the individual faculty members serving on the committee, and on Graduate Programs at Eastern.

## Regulations on Style and Format

Styles differ considerably between disciplines, and may also vary within a discipline. Therefore, in consultation with their thesis director and graduate committee chair, students select a style appropriate to their discipline as exemplified by a style manual or a published journal. Once a style has been selected, the student should be consistent in its use throughout the thesis. Helpful style manuals and writing guides are available in the bookstore, and professional journals are available in the periodicals section of the JFK Library.

### □ LANGUAGE

The thesis must be written in English. All members of the thesis committee, including the outside or third member, must be able to read and critically review the manuscript. Other students in the same discipline should be able, when appropriate, to read it and cite it in their thesis projects.

### □ PAPER

Use only 8 1/2 x 11 inch, **white**, “thesis bond,” 100% rag content paper stock. Type or print on only one side of the page.

### □ PRINTING

Use the same style of type or print throughout the manuscript. Bold face, italicize, or underline words where appropriate. Script is not acceptable for the body of the text.

Use 10-13.5 point font size, with 18-24 points between lines. Indented quotes may, however, be single-spaced. Printers must produce a manuscript in at least a near-letter-quality mode. As an example of the standard that is required, this set of guidelines was prepared with computer software and hardware that produced letter-quality images. Know the print quality that can be reproduced before selecting a computer and software, or a word processor for the manuscript. However the thesis is prepared, frequently back up the document on disk or have an extra copy for safekeeping.

### □ MARGINS

Margin widths must be carefully observed to provide adequate binding space. Left-hand margins must be one and one-half inch to provide for binding. Top, bottom, and right margins should be one inch.

## □ PAGINATION

*Word 2010 directions:*

- To number your first section:
  - Double click top of the page to get into the header/footer settings.
  - Then click the “Page Number” button on the left side of the screen and this will bring a drop-down menu up.
  - Mouse over the “Top of Page” button and then select the page numbering on the right side of the top of the page. This will put a page number on all of your thesis pages.
  - Highlight the page number and right-click.
  - Select the “Format Page Numbers” option in the drop-down menu.
  - Click the arrow next to “Number Format” and find lower case roman numerals (i, ii, iii...) as the format. Then click the “OK” button.
  - Before exiting the header/footer settings, in the design tab check the box next to “Different First Page” in the Options section of the tab. This will remove the numbering from your first page. If the numbering on the first page does not go away automatically, you can delete it and the numbering on the other pages will remain the same.
- To add a second section to your paper:
  - Go to the last page before the start of the body of your thesis, click at the end of the last bit of typing on the page before the body of your thesis begins.
  - Then go to the “Page Layout” tab.
  - Click the button that says “Breaks” in the “Page Setup” portion of the tab.
  - Under the “Section Breaks” heading select “Next Page” this will make the next page of your document the beginning of a new section which means that you are able to begin numbering the next page at 1 in a different style.
  - If a blank page pops up before your thesis begins go to the top of the blank page and hit the delete key until the text from the next page comes onto the blank page.
- To number your second section:
  - Follow the directions from “To number your first section” above. This time selecting the standard numerals format (i.e. 1, 2, 3...). Again you will want to make sure that the “Different First Page” box is checked as you will NOT want the number to show up on the first page of the body of your thesis.
  - If the “Link to Previous” (located in the “Navigation” portion of the design tab) is selected you can leave it selected. This will automatically delete the numbering from your first page. (“Link to Previous” tells word that you want everything but the numbering style to be the same.)
  - Your thesis will only have 2 sections. Your Vita will be the last page of your thesis and your numbering will end there.

**The following pagination is required:**

- title page (see sample page 11 of this document) **no page number**, number as page i
- committee signature page (see sample page 12 of this document), number as page ii
- authorization/copyright (optional, if any, see sample page 13 of this document), number as page iii (Copyright application forms are available in the Office of Grants and Research Development, Showalter Hall 210B.)
- abstract (optional, depending upon discipline, may or may not be included) number with lower case Roman numeral, page iv
- acknowledgments (optional, but note restrictions on page xx of this document) number with lowercase Roman numeral (If an abstract is included, number the page as v; if there is no abstract, number as page iv.)
- table of contents, number with lower case Roman numeral (place after acknowledgements page, if it is included.) See page xx of this document for more details on the table of contents
- list of Tables, Figures, and/or Plates, number with lower case Roman numeral, after table of contents
- text, number with Arabic numerals; begin numbering with page 1 (**but do not include a number on this page**)
- bibliography/references/works cited, number with Arabic numerals (Footnote and endnote style must follow the style guide in use.)
- appendices, number with Arabic numerals (Note: Appendices may precede bibliography/references.)
- vita, see sample page 16 of this document
- pocket material (optional), do not number

□ **HEADINGS**

Section headings must correspond to the table of contents; heading type or print and location on the page should be consistent and parallel throughout the thesis.

□ **CAPTIONS and ILLUSTRATIONS**

Captions should match the type or print style used in the main text. Locate captions according to the standard of the publication style that is being used for the thesis. Any variation of the quality of paper, page size, or reproductive process to accommodate illustrations and supplementary materials should have the approval of the candidate's committee chair. If photographs or other non-printed illustrative materials are to be included, they should be permanently mounted.

## **General Suggestions**

Manuscripts must be free of typographical, spelling, and serious grammatical errors. Please follow the suggestions listed below to reduce editing time after the final comprehensive exam.

### **❑ TYPOGRAPHICAL ERRORS**

Running a spell check will not catch many common typographical errors. For example, some typographical errors result in an acceptable English word, but not the correct one in the context of the subject matter, as in on-no, read-reed, site-cite, etc. Your manuscript must be proofread even after doing a spell check. One proofreading method is to read the document from the last page to the first page. This way the meaning is taken out of context and the reader can focus on sentence level errors. It may also be helpful to have one or more readers who are unfamiliar with the research look at the document for errors.

### **❑ SPELLING**

Pay particular attention when adding such endings as -ed, -ly, and -ing to common words. Also, be very careful with homonyms like here-hear, your-you're, their-they're-there. Check words containing ei or ie.

### **❑ GRAMMAR**

The most common grammatical mistakes occur in mixing tense, number, or gender in a sentence. As a general rule, revise long sentences into short ones.

### **❑ CITATIONS/REFERENCES**

Citations and references usually cause more problems than any other aspect of the manuscript. There must be a reference for every citation in the text; and the footnote or endnote of the author's name and the publication year must match the bibliographic reference. Multiple citations, between parentheses, must be in either chronological or alphabetical order. Be consistent in citation and reference style throughout the manuscript.

### **❑ PROOFREADING**

In addition to the suggestions above under typographical errors, check the thesis to see that all the pages are included and numbered correctly. Check for heading type, proper spacing, and location on the page. Check every citation against the corresponding entry in the reference section. Committee members may assist with proofreading, but the accuracy and completion of the thesis is ultimately the author's responsibility.

**Pay particular attention to:**

**TABLE OF CONTENTS:** Do not list “Table of Contents” in the body of the Table of Contents. Also, do not list the first three preliminary pages in the Table of Contents. The first item listed in the Table of Contents is the abstract (if included), then the acknowledgments page (which is optional), etc. Any List of Tables and/or a List of Figures should be included in the Table of Contents. With the exception of the title page, committee signature page, and copyright page, all other sections of the thesis are listed in the Table of Contents. Any further questions should be discussed with a thesis advisor.

**SIGNATURE PAGE:** Place committee members’ names underneath the signature lines. **At least one signature page MUST have original signatures. Signature pages that do not follow the sample format will need to be redone.** Please refer to and follow the format of the sample signature page in this guide.

**PAGE NUMBERING/SEQUENCE:** Review the information in this guide carefully and contact the Graduate Programs Office if clarification is needed. Most simple errors found in thesis copies are in page numbering, especially in the preliminary pages. See page 4 of this guide for information on the sequence of pages and for exact details on page numbering.

**ACKNOWLEDGMENTS PAGE:** (optional) Please remember that the purpose of this page is to recognize those who most contributed to the research and writing of the document. The language used in the acknowledgment should be consistent with that used in acknowledgments in journal articles in your field. The manuscript is an academic document. This is not the appropriate place to thank friends, relatives, or companion animals that had nothing to do with the content or research.

### Sample Pages

**Samples attached:** Example of title page - page 11

Example of signature page - page 12

Example of authorization page – page 13

Example of vita page – page 16 (**Please note that the vita page is required**)

### Procedures for Submitting Thesis - Copying/Binding

1. The candidate must obtain approval of his/her graduate committee. The signatures of the graduate committee chair and departmental member indicate approval.
2. The candidate must pay a thesis-binding fee. Currently a fee of \$63 is assessed to cover the cost for binding four copies of the candidate’s thesis. Any additional copies are \$15 each.
3. The candidate must submit the required copies of the thesis to the Graduate Programs Office within 10 working days following the oral defense or by the last day of the quarter, whichever comes first.



Three high-quality copies (thesis bond/100% rag content paper) must be submitted, plus a fourth for the student. The fourth copy for the student may be on paper stock selected by the student. The thesis bond paper ensures greater longevity of the document. If you have difficulty obtaining this paper, it is available at the EWU bookstore. Photocopy reproductions may be used, but must be of high quality and on the bond quality paper specified. Either good offset printing or photocopy copies are acceptable. Extra Copies: Students may elect to have more than four copies bound. The candidate must deliver extra copies of the manuscript and pay a fee of \$15 per extra copy.

- You must **also submit 1 electronic copy as a single Microsoft Word \*.docx and a single Adobe .pdf file via email to [gradthesis@ewu.edu](mailto:gradthesis@ewu.edu)**. The Graduate Programs Office must also receive the completed **Graduate Electronic Thesis Submission Form** with the appropriate **original signatures**. This document is not included as part of your bound thesis, but will be retained permanently by the JFK Library.
- Do not staple, 3-hole punch, or otherwise mark the final paper copies of the thesis being submitted to the Graduate Programs Office. Please submit the four final copies in an envelope or box to protect the document from damage.
- Supervision in matters of style for the thesis, as well as in matters of research quality, is the responsibility of the candidate's committee chair.

4. The thesis copies are sent off-campus to a bindery company at the end of each quarter. Bound copies are returned to the Graduate Programs Office 4-6 weeks after the close of the quarter. The Graduate Programs Office sends the bound thesis to the JFK Library (2 copies), the academic department (1 copy) and the student (1 copy, unless more have been requested). The Graduate Programs Office will also provide the JFK Library with the electronic copy of your thesis.

## **Sample Pages**

THE RELATIONSHIP BETWEEN REWARD AND PUNISHMENT:  
AVOIDANCE ORIENTATIONS AND INTELLIGENCE

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A Thesis

Presented To

Eastern Washington University

Cheney, Washington

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In Partial Fulfillment of the Requirements

for the Degree

Specify Degree (Master of Science, Master of Arts, etc.) in Specify Program (Creative Writing,  
Education, etc.)

---

By

Mary G. Smith  
(student name)

Spring 2013  
(Term & Year)

**Note:** Do not copy this page for use in a thesis. Students must produce this page in the same font/style used in the rest of their document.

THESIS OF (your name) APPROVED BY

\_\_\_\_\_  
NAME OF CHAIR, GRADUATE STUDY COMMITTEE

DATE \_\_\_\_\_

\_\_\_\_\_  
NAME OF MEMBER, GRADUATE STUDY COMMITTEE

DATE \_\_\_\_\_

**Note:** Do not copy this page for use in a thesis. Students must produce this page in the same font/style used in the rest of their document.

### MASTER'S THESIS

In presenting this thesis in partial fulfillment of the requirements for a master's degree at Eastern Washington University, I agree that the JFK Library shall make copies freely available for inspection. I further agree that copying of this project in whole or in part is allowable only for scholarly purposes. It is understood, however, that any copying or publication of this thesis for commercial purposes, or for financial gain, shall not be allowed without my written permission.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Note:** Do not copy this page for use in a thesis. Students must produce this page in the same font/style used in the rest of their document.

(The body of your thesis will start here.  
**DO NOT** number this page!)

(The body of your Thesis continued.  
Page numbering will begin here with page 2.)

## VITA

Author: Mary G. Smith

Place of Birth: Spokane, Washington

Undergraduate Schools Attended: Spokane Community College,  
Eastern Washington University

Degrees Awarded: Bachelor of Science, 1996, Eastern Washington University

Honors and Awards: Graduate Assistantship, Psychology Department, 1998-1999, Eastern  
Washington University

Travel Grant, for presentation at American Psychological Association  
Regional Conference, Seattle, Washington, 1999

Graduated Magna Cum Laude, Eastern Washington University, 1996

Professional  
Experience: Internship, Spokane Mental Health, Spokane, Washington, 1998

**Note:** Do not copy this page for use in a thesis. Students must produce this page  
in the same font/style used in the rest of their document.