

*Guidelines for the
Preparation of a
Thesis/Dissertation/
Doctoral Research Project*

A Publication of the Graduate School,
Southern Illinois University Edwardsville,
Edwardsville, Illinois

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GRADUATE RESOURCES

Electronic Thesis/Dissertation/Doctoral Research Project

- * Assistance with electronic submission
- * Formatting and procedural questions

Contact:

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Research with Human Subjects, Animals, or Biohazardous Materials

- * Faculty and Student Guide to Research with Human Subjects
- * Information on research with animals, biohazardous materials, including
Recombinant DNA
- * Mandatory training for Research with Human Subjects
- * Mandatory training for Responsible Conduct of Research

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INTRODUCTION

The successful completion of a thesis/dissertation/doctoral research project is the culmination of a student's work in fulfilling the requirements for a graduate degree at Southern Illinois University Edwardsville. The process is demanding, rigorous, time-consuming, challenging, and, sometimes, discouraging. It is also one of the most rewarding aspects of graduate study because it is your topic, your proposal, your research, and your writing.

These guidelines are prepared by the Graduate School as one resource in helping you achieve the standards expected for an academic work. Please work closely with your committee chair and the rest of your committee. Remember that these guidelines are exactly that. They are not intended to supersede the suggestions, recommendations, and requirements presented by your committee.

Consult with your committee to determine if any particular style is preferred. Some departments will require a specific style while others will leave that decision to the discretion of the student. Examples of style manuals include, among others, Turabian, the American Psychological Association, the American Institute of Biological Sciences, the Modern Language Association, and the University of Chicago Press. Whatever style is selected, familiarize yourself with its requirements and be consistent within that style.

A thesis/dissertation/doctoral research project is an academic work; as such, creative use of bold and italics and dramatic changes in point size are discouraged even though word processing packages provide some interesting temptations. Adherence to a traditional format is expected. The cover page is standard for every thesis/dissertation/doctoral research project.

STUDENT CONDUCT CODE AND STUDENT ACADEMIC CODE

Students enrolling in the University assume responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with Policy 3C1 Student Conduct Code and Policy 3C2 Student Academic Code. These documents describe the University's expectations for student social and academic conduct, the process utilized for adjudicating alleged violations, and sanctions that may be imposed for violation of the standards.

The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism. Plagiarism is defined as including, without limitations, the act of representing the work of another as one's own. It may consist of copying, paraphrasing, or otherwise using the written, electronic, or oral work of another without proper acknowledgement or consent of the source or presenting oral, electronic, or written material prepared by another as one's own. Plagiarism also includes using information from electronic resources, including the Internet, without the use of citations. Additional information relating specifically to student plagiarism can be located within SIUE Policy 116, *Student Academic Standards and Performance: Plagiarism*

Instructors may impose sanctions for academic cheating in accordance with the Student Academic Code. Sanctions, which may be imposed for violation of the Student Academic Code, range from a failing grade on an individual assignment through separation from the University. Students who have questions relative to academic ethics and academic misconduct should consult with their advisors or instructors.

PREPARING TO WRITE

1. **Advisory Committee:** An advisory committee composed of at least three graduate faculty members advises students in the preparation of the thesis/dissertation/doctoral research project, evaluates its quality when completed, and supervises and evaluates the defense. **Note: The Committee Approval page is no longer required.**

2. **Research Involving Human Subjects:** All research involving human subjects must comply with regulations found in the Faculty and Student Guide to Research with Human Subjects handbook. The handbook and forms are available online at <http://www.siue.edu/orp/researchpolicies/index.shtml>. Proposals for such research must be cleared by the Institutional Review Board and approved by the Graduate Dean before data collection is started. The IRB Chairperson and the Graduate Dean signify this approval on the thesis/dissertation/doctoral research project title registration form. Federal regulations require mandatory training for all researchers, including students writing a thesis/dissertation/doctoral research project.

3. **Research Involving Animals or Biohazards, including Recombinant DNA:** All proposals for research involving animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) and the Graduate Dean before beginning any data collection and before you have any involvement with the animals. All proposals for research involving biohazardous materials, including recombinant DNA, must be reviewed and approved by the Institutional Biosafety Committee (IBC) and the Graduate Dean before beginning any data collection or acquisition of material.

4. **Registration of Title:** The title of a thesis/dissertation/doctoral research project must be filed in Graduate Records using the "Registration of Thesis or Doctoral Project/Dissertation Title Form." *The form is due by the first day of the graduation term.* This form can be obtained from Graduate Records.

During the course of the research, if the student or committee determines that the original title needs to be amended or if the committee membership has changed, the same form is used. For relatively minor change of title, e-mail joolson@siue.edu to record the change. In your e-mail, indicate the old title and how the new one should read.

5. **Course Registration:** Register for the appropriate amount of credit. Refer to graduate catalog. While working on a thesis/dissertation/doctoral research project or other required creative effort at the graduate level, a student must register for the appropriate course number, specifically designated for that purpose. Ordinarily for no more than 6 and no less than 3 semester hours may be counted.

UNIV 500: Graduate students who wish to access campus resources without registering in course work may enroll in UNIV 500 for \$37.50 per semester. No credit is associated with this “course.” This will enable the students to have a valid I.D. that permits the use of campus facilities to work on special projects, including thesis/dissertation/doctoral research project and other work leading to the completion of graduate course work. It does not entitle the student to enroll in other course work at the same time, nor does the enrollment meet the criteria for eligibility for various forms of financial assistance, including graduate assistantships.

6. **Request for Additional Credit:** Under special circumstances, a student’s advisory committee may recommend that the student be permitted to apply as many as 10 semester hours of credit toward degree fulfillment. The form needed to initiate this procedure is located at <http://www.siue.edu/registrar/gradstudentrecords>

GUIDELINES FOR WRITING

1. **Formatting:** The Graduate School regularly reviews manuscripts for acceptability and appropriateness of form. A thesis/dissertation/doctoral research project will ordinarily be rejected if it has misspelled words, is below acceptable standards of academic quality, and has less than the required space in the left-hand margin, is inconsistent within it, or lacks appropriate citation.
 - a. **Margins:** The minimum dimensions are: Left-hand side, 1-1/2"; right and bottom, 3/4"; top, 1". It is especially important to leave the proper marginal space at the left-hand side in order to accommodate binding. This standard applies to all pages within the manuscript, including appendices, such as a survey questionnaire and a Letter of Informed Consent.
 - b. **Font and Point Size:** The point size should be readable without being excessively large or too small. Most students use 12-point. The font should provide clarity while presenting an appropriate academic image. Suggestions include Courier or Times New Roman.

The use of bold and/or italics are encouraged (except on the cover page and for major headings). For example, second level headings are more easily seen underlined and third level headings are more easily seen italicized.
 - c. **Page Numbers:** The title page, first page of the text, and copyright page (if included) are not part of the numeration. Pages between the title page and the first page of the text are numbered with lower case Roman numerals centered at the bottom of the page. Of the frontmatter pages receiving numbers, the first page following the title page is number ii. Pages succeeding the first page of the text receive Arabic numerals placed at the top right, through the end of your text.
 - d. **Spacing:** The manuscript should be double-spaced. Footnotes and long quotations are to be single-spaced. Long quotations are those exceeding five lines. These should be indented at each margin. EACH CHAPTER SHOULD BEGIN ON A NEW PAGE. Triple spacing should separate a chapter heading from the first line of the text that follows. Section headings within a chapter can be emphasized by triple spacing above them and double-spacing below them.

- e. **Setting dot leader tabs for Table of Contents: Templates are provided.** Dot leader tabs are used leading from a chapter or heading across to the page number:

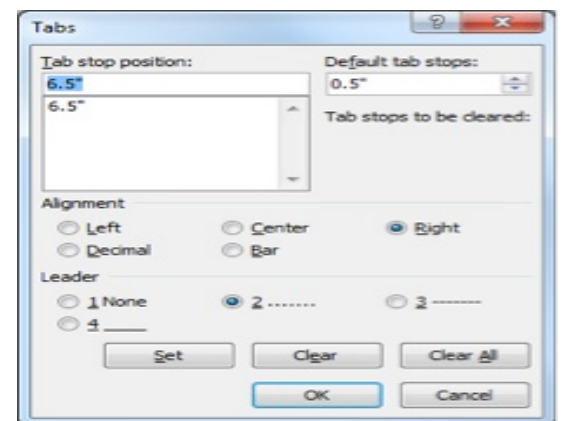
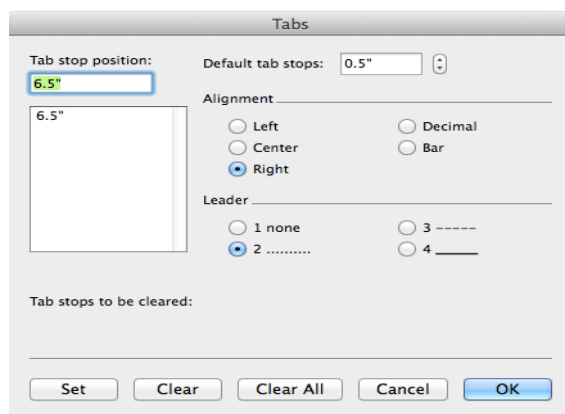
Chapter 1	1
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Instructions for PC and Mac:

1. **For Both:** Move your insertion point to the location in the document where you want to use the tabs, click the Home tab.
2. **For PC:** Click on the dialog box launcher in the Paragraph group. This is the small arrow to the right of the word “Paragraph.”

For Mac: On the top Menu bar click Format, then Paragraph.

3. **For Both:** Select Tabs in the bottom left corner.
4. **For Both:** Click in the text area underneath Tab stop position and enter 6.5.
5. **For Both:** Select Right alignment.
6. **For Both:** Select leader 2.
7. **For Both:** Click on Set. Then Click Ok



- f. **Borrowed Material:** Other than brief excerpts, copyrighted material used in the Thesis/Dissertation/Doctoral Research Project may be used only with written permission of the copyright owner.
 - g. **Positioning:** Illustrations, especially graphs, charts, and tables should be placed **AS CLOSELY AS POSSIBLE TO THEIR FIRST REFERENCES IN THE TEXT.**
 - h. **Formal Elements:** Footnotes, bibliographic entries, various headings, tables and figures, etc. must be presented in a consistent format throughout the Thesis/Dissertation/Doctoral Research Project. Students should consult their committee for guidance in choosing a style manual. **DO NOT USE RUNNING HEADS.**
2. **Title Page (SEE REQUIRED TEMPLATE):** A sample title page is attached with these guidelines. The style of the cover page is standard for every thesis/dissertation/doctoral research project and should be followed **EXACTLY AS IT APPEARS IN THE SAMPLE INCLUDING TEXT FORMAT AND CENTERING.** Do not use bold, italics, underline, or point size larger than standard text. This page is not numbered, but it is counted as page one of the frontmatter.
 3. **Committee Approval Page:** No longer required
 4. **Front matter:** Front matter includes the cover page; abstract (optional); acknowledgments (optional); table of contents; lists of tables, figures, and illustrations (if appropriate); and preface (optional). All headings in the front matter are considered major headings. As such, they should be capitalized and centered on the page.
 5. **Table of Contents Page (SEE TEMPLATE):** Some liberty in style can be taken with the Table of Contents. It should include, at a minimum, all chapters with major (first level) headings and connecting dots to page numbers. Chapters can be numbered with Roman or Arabic numerals, but whatever is used in the Table of Contents should appear consistently in the manuscript pages. Some students choose to eliminate the use of chapter numbers; while acceptable it is not highly recommended. Consistency must be observed between headings in the Table of Contents and those within the body of the Thesis/Dissertation/Doctoral Research Project.
 6. **List of Tables, List of Figures, List of Illustrations (SEE TEMPLATE):** These pages are placed immediately after the Table of Contents in the front matter. These lists are used to assign page numbers to the placement of tables, figures, and illustrations within the manuscript. The title that describes tables,

figures, and illustrations in the front matter must read exactly as they appear within the manuscript. The student and the graduate committee will determine placement of tables, figures, or illustrations within the manuscript.

7. **Bibliography:** The bibliography lists the sources used in writing the manuscript. It is also appropriate to use “Selected Bibliography” or “Works Cited.” Some departments suggest a heading of “References.”

Ordinarily, citations are arranged alphabetically by the last name of the author. Runover lines in a bibliography can be handled in one of two ways: Either indent the author’s name 5 spaces and place the runover line(s) flush left – or – Place the author’s name flush left and indent the runover lines 5 spaces. Unless the graduate committee specifies otherwise, each entry of the bibliography should be single-spaced with a double space between entries.

8. **Appendix:** An appendix is not necessarily a requirement for a thesis/dissertation/doctoral research project, but many committees will expect its inclusion. The appendix can contain one or more elements that are supplemental to the manuscript. Where several different elements (e.g., letters, tables, figures, survey) are placed in the appendix, division into parts is preferred. Use letters or numbers to identify the parts, and specify the parts in the Table of Contents. Ordinarily, if the appendix contains several different parts, the appendix is called “Appendices.”

9. **Order:** Title Page (TEMPLATE REQUIRED)
 Copyright Notice (if copyright has been or is to be claimed)
 Abstract (if required by department)
 Acknowledgments
 Table of Contents with Page References
 List of Figures with Titles and Page References
 List of Tables with Titles and Page References
 Text should be clearly organized in accordance with the standards for the discipline.
 References or Bibliography
 Appendices

10. **Electronic Submission of the Final Draft:** A final draft of the manuscript must be submitted to the Graduate School website through Proquest no later than the Friday preceding exam week of the term in which the student intends to complete degree requirements. Students will be charged a \$95 processing fee by ProQuest upon completion of the submission process. For guidelines and more information on electronic submission go to: <http://www.siu.edu/graduatestudents/thesis/>

All theses, dissertations, and doctoral research projects must satisfy Graduate School requirements in order to be approved. After the Graduate School has approved your manuscript and it has been successfully defended, Graduate Records will verify all degree requirements have been satisfied at which time your manuscript will be forwarded to Proquest for publishing.

TEMPLATES/SUGGESTIONS FOR STYLE

1. Cover Page (REQUIRED)
2. Copyright Page
3. Abstract
4. Table of Contents
5. List of Figures
6. List of Tables
7. Organization of Headings within the Manuscript
8. Style of Figures (Turabian and APA)
9. Style of Tables (Turabian and APA)

(Please replace the highlighted information with your information and delete all instructions)

Title (capitalize major words)

By (Author, Bachelor of Arts/Science or highest degree earned)

A Thesis/Dissertation/Doctoral Research Project Submitted in Partial
Fulfillment of the Requirements
for the Degree of
(Master of Degree)
in the field of (Major)

Advisory Committee:

(FName & LName of Thesis/Dissertation/Doctoral Research Project Chair), Chair

(First & Last Name only of committee member 1)

(First & Last Name only of committee member 2)

(First & Last Name only of committee member 3)

Graduate School
Southern Illinois University Edwardsville
(Month, Year of Graduation)

(No page number on this page; vertically center information on this page)

@ Copyright by _____ 20_____
All rights reserved

ABSTRACT

TITLE

by

AUTHOR

Chairperson: Professor First Name Last Name

1. *ABSTRACT*, *TITLE*, and *AUTHOR* are all caps.
2. Double space to the first line of text.

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*** Headings in the Table of Contents should be consistent with headings within in the text.**

Guides to the Table of Contents:

- Major headings require all caps, without bold and without underline.
- Major headings are first level headings. *ABSTRACT* is an example of a first level heading.
- Second level headings require a cap on the first letter of each major word. *Significance of the Problem* under Chapter 1 is an example.
- Third level headings use a cap on the first letter of the first word only unless a word is a proper noun. An example is *Battlefields and meeting sites* under Chapter 2.
- Page numbers assume a right justify.
- *REFERENCES* and *APPENDICES* are capitalized and placed flush left. These are not counted as chapters since they are major sections of the Thesis/Dissertation/Doctoral Research Project.
- Front matter pages are numbered with Roman numerals (lower case) and centered at the bottom.
- Run over lines, seen as second level headings under Chapter V above, are indented at least three spaces.
- Template is provided.

LIST OF FIGURES

Figure	Page
1. Jackson's Shenandoah Valley Campaign	13
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*** Headings for figures in this list should be consistent with headings for figures in text.**

Guides to the LIST OF FIGURES

- Alignment of numbers under 'g' in Figure.
- Run over line indented at least 3 spaces.
- Right justify of page numbers.
- *LIST OF FIGURES* all caps and centered.
- Cap first letter on all major words and proper nouns.
- Location of front matter page number (centered at bottom).
- Single spacing and double spacing.
- Connecting dots to page numbers.
- Template is provided.

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*** Headings for tables in this list should be consistent with headings for tables in text.**

Guide to the LIST OF TABLES

- Alignment of number under 'b' in Table.
- Run over line indented at least 3 spaces.
- Right justify of page numbers.
- *LIST OF TABLES* all caps and centered on page.
- Cap first letter on all major words and proper nouns.
- Location of front matter page number (centered at bottom).
- Single spacing and double spacing.
- Connecting dots to page numbers.
- Template is provided.

ORGANIZATION OF HEADINGS WITHIN THE MANUSCRIPT

In general, a Thesis/Dissertation/Doctoral Research Project will contain 2-4 levels of headings, depending on the author's style and the committee's suggestions. As headings decrease in value, they should also decrease in prominence. What follows is one example of style for 4 levels of headings.

First Level. The title of a chapter is considered a first level heading; in other words, it has the highest value. Starting on a new page, it should be centered with all caps and no underline. Example:

CHAPTER II

REVIEW OF LITERATURE

Second Level. Place second level headings flush left with an underline. Use caps on the first letter of each major word. Examples:

The Revolution

The Civil War

Third Level. These headings are ordinarily positioned flush left without an underline. To distinguish these from second level headings, only the first letter of the first word will assume a capital unless the word is a proper noun. The use of italics is effective with third level headings. Examples:

Civil War leaders

Battlefields and meeting sites

Fourth Level. Seldom does a Thesis/Dissertation/Doctoral Research Project require four levels of headings. When a fourth level is used, the style can take a number of different forms. One of the more typical is the placement of the heading within the paragraph with the first line of text followed by a period. Bold type can be effective with this style. Example:

Robert E. Lee. Perhaps one of the most famous names associated with Civil War history is that of Robert E. Lee who...

NOTE: Style is an individual decision. Heading style presented here is only a suggestion; others can be found in numerous style manuals, such as Turabian and APA. Determine a style that works for you, and be consistent with it. **There is no "wrong" way as long as consistency is established and maintained.**

Style of Figures (Turabian and APA)

Turabian Style

Use a triple space to the body of the figure, and leave at least 3 blank lines between a figure and its caption.

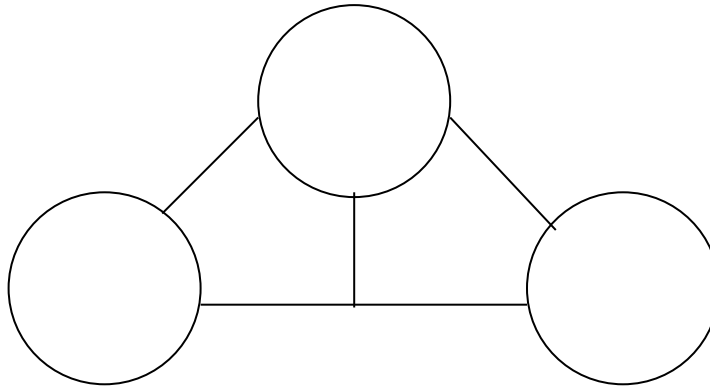


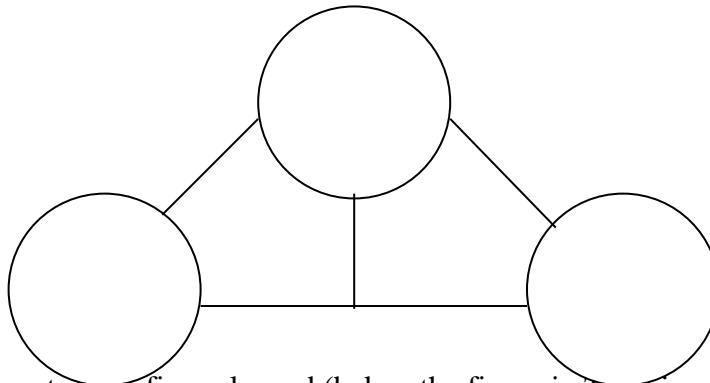
Fig. 4. Changing reproductive linkages in a species comprising fourteen populations.

Leave a triple space between the caption and the first line of text following the figure and its caption.

APA Style

APA Style is very generous with allowance for space between lines of text and figures.

Figure 4. Changing reproductive linkages in a species comprising fourteen populations.



Note the placement of the figure legend (below the figure in Turabian and above it in APA). APA spells out the word 'Figure' and puts the legend flush left. Single spacing (Turabian) and double spacing (APA).

Style of Tables (Turabian and APA)

Turabian Style

Assuming that this is the last line of text. Space down three lines...

Table 10

ESTIMATED NATIONAL INCOME OF INDIA AT 1948-49 PRICES 1900-1901 to 1930-11 BY SELECTED YEARS

	1900-1901	1910-11	1930-31
<u>Total Income</u>			
Amount	51,000	67,410	76,430
Index	100.0	122.1	126.5
<u>Agricultural Production</u>			
Amount	39,760	44,330	38,070
Index	100.0	111.5	95.7

Source: R.V. Rao, A.K. Ghosh, and M. Darta, Papers on National Income and Allied Topics, Avila Publishing House, 1962, 22-23.

APA Style

APA style permits great latitude with regard to spacing. Use at least a double space to begin the table ...

Table 15

Mean Numbers of Correct Responses by Children With and Without Pre-training

		Grade		
Group	<u>n</u>	3	4	5
Verbal Tests				
Girls				
With	18	220	297	301
Without	19	240	251	260
Boys				
With	19	281	290	306
Without	20	232	264	221

Note. Maximum score = 320.

Scores are reported for the number of children out of 20 in each group who completed all tests.

Guides to Tables

- Tables and figures must be presented CONSISTENTLY throughout the Thesis/Dissertation/Doctoral Research Project.
- Note the positioning of the table number and heading (all caps in Turabian). APA style uses cap/lower case and underline for the heading as seen in Table 15.
- Every table should have a line at the bottom to indicate the end of data. Table lines should extend the width of the data set. Lines should be parallel and all lines should assume the same length.

OUTLINE EXAMPLE

A. INTRODUCTION

In either outline or paragraph style, state the conditions, situations, facts, concepts, and experiences in which the problem had its origin - the sequence of thought that led up to the problem.

B. THE PROBLEM

1. Statement of Problem
2. Explanation - identify elements broadly
3. Basic Assumptions
4. Hypotheses, if appropriate
5. Definitions
6. Delimitations
7. Limitations
8. Purpose(s) or Objective(s)
9. Justification or Merits of the Study

C. REVIEW OF RELATED LITERATURE

D. PROCEDURES

1. Nature and sources of bodies of evidence (data) needed to solve problem including steps to identify and select sources and to determine sample size.
2. Plan for collecting and recording data - including specific steps to develop and pretest instruments and to record information.
3. Processing data - checking, analyzing, comparing, statistically treating, tabulating, charting, graphing, or whatever must be done to the data to produce the findings. Determining scope and adequacy. Applying inductive and deductive reasoning.
4. Drawing inferences, conclusions, generalizations, and recommendations.

E. BIBLIOGRAPHY

Should include all works consulted in preparing the Thesis/Dissertation/Doctoral Research Project, whether or not they have been cited directly in the text. The referencing system and bibliography should correctly and consistently follow established practices of the discipline as are found in published style manuals.

Only one system of referencing is to be used throughout and should be accompanied by a single bibliography or reference list.

F. APPENDICES

Items to be included in appendix might consist of instruments, tests, statistical formulas, raw scores, or whatever else may be useful to the reader but is not essential to the body of the Thesis/Dissertation/Doctoral Research Project.

NOTE: Parts A; B; and C may constitute Chapter I of the Thesis/Dissertation/Doctoral Research Project or dissertation, or D may be a separate chapter, which may either precede or follow the chapter on related literature.