

GUIDELINES FOR THESIS PREPARATION AND SUBMISSION



Northwestern
OKLAHOMA STATE UNIVERSITY

**Office of Graduate Studies
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<http://www.nwosu.edu/graduate-studies>

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Introduction

Your thesis is the result of your own research and original thinking in a particular field of study. Its content and style will reflect on you, on your Thesis Advisory Committee, and on Northwestern Oklahoma State University. This guide was designed to assist you with the formatting and submission of your thesis in a professional style. Your manuscript will be made available for public use through NWOSU's libraries and through the Proquest/UMI network of information services. You and your Thesis Advisory Committee must follow the standards of organization, presentation, and documentation traditionally prescribed for publication in your discipline. In addition, your thesis must be free of errors before submission to the Office of Graduate Studies.

Please be sure to maintain a consistent format throughout your document. As you begin to write, be sure you that know the computer software you intend to use: Microsoft Word, WordPerfect, etc. Pay close attention to functions such as style, pagination, and auto-formatting in this software. The Office of Graduate Studies will accept any format that *consistently* follows the conventions of a recognized discipline and conforms to the requirements outlined in this guide.

Once you have passed the oral defense and your thesis advisory committee has approved the final draft by signing off on the Thesis Defense Form, you will need to submit three clean copies of your thesis to the Office of Graduate Studies for binding at NWOSU's Printing Services and for archiving in the Graduate Studies office and in NWOSU's libraries in Alva and Enid. An electronic copy also needs to be submitted to the Associate Dean of Graduate Studies for submission to the Proquest/UMI network of information services. It is the responsibility of you and your thesis advisory committee to make sure that your final draft is substantially free of errors.

Getting Started

Style Manuals

Before you begin writing your thesis, please choose the style appropriate to your thesis topic, either APA or MLA. If you are unsure what style is appropriate, consult the chair of your thesis advisory committee. Be sure to follow the chosen style consistently throughout the document.

Font Size and Style

Select font size of 11 or 12 characters per inch. Smaller or larger fonts are too hard to read.

Acceptable font styles include Times New Roman, Arial, or Garamond. Be sure to use the same font size and style throughout the document.

Pagination

Roman numerals are used on the preliminary pages (i.e., i, ii ... ix, x) and Arabic numerals (i.e., 1, 2, 3) are used on the pages that follow the abstract.

Page Numbering Placement

Generally, the page number is placed in the upper right (for APA), lower right, or bottom center of the page. Regardless of where you place the page numbers, it is important to remain consistent throughout the document.

Spacing

Use double spacing consistently throughout the document. Check your style manual for further details on spacing.

Preliminary Pages

The first few pages of the document are often the most challenging to compile correctly. Be sure to follow the format and pagination described below.

Page Ordering and Numbering

1. **Title Page** (required; do not number the page. It is assumed to be page i). See template on page 5.
2. Copyright Page (if applicable, see copyright section. The page number is Roman numeral ii)
3. Dedication and/or Acknowledgements (page number starts with Roman numeral iii)
4. **Table of Contents** (required; use Roman numerals for TOC page pagination)
5. Lists of Tables, Figures, Illustrations, Charts, Graphs (use Roman numerals for pagination)
6. **Abstract** (required; use Roman numerals for pagination)
7. **Chapters or Main Division of the document**—begin with Arabic numeral 1 at the beginning of the first page of the first chapter and use Arabic numerals (i.e., 2, 3, 4) throughout the rest of the document.
8. Appendix (optional; extend the Arabic page numbers used in the main body of your text)
9. **Bibliography and/or References** (required; extend the Arabic numbers used in the main body of your text)

Title Page (required)—see sample next page

The proper format of the title page is best explained by the sample on the next page. Be sure to use your department's official name and your full legal name. The title of your work should be a meaningful description of your manuscript and should include key words that can be used in modern retrieval systems. When at all possible, substitute words for formulas or symbols.

(Sample title Page Format)

FULL TITLE OF THESIS IN CAPITAL LETTERS

(centered on top quarter of page)

A Thesis submitted to
The Graduate Studies Office of
Northwestern Oklahoma State University

In partial fulfillment of
The requirements for the degree of
Master of Education

[Adult Education Management and Administration or Non-Certificate]

by
[Full Name of Author]

Approved by

Dr. John Doe, Ph.D., Committee Chairperson
Dr. Kathy White, Ed.D.
Dr. Lee Mullins, Ph.D.

Northwestern Oklahoma State University
December 2010

Do not number the title page. It is the first page (normally roman numeral i), but the number is not displayed on the page itself).

Copyright Page (optional)

If you decide to copyright your manuscript, the date of your defense should be listed on the title page, and a copyright page follows the title page in the following format. In the lower third of the page, just above the bottom margin, type the following:

Copyright by
(your name in full)

(the current year)

(ii)*

*the Roman numeral two (ii) is to be centered at the bottom of the page.

Dedication and/or Acknowledgments Page(s) (optional)

If you decide to have an acknowledgements section, be sure not to omit any of the members of your thesis advisory committee. While this section is optional, if included, it must be numbered with Roman numerals and double-spaced.

Table of Contents (required)

These pages are also to be numbered with Roman numerals. Here, you should include the dedication/acknowledgements page(s) and abstract. Do not include the title page, the copyright page, or the table of contents page(s). While a Table of Contents is required, it may follow any format acceptable to your thesis advisory committee as long as it includes all main division and subdivisions within your text and is double spaced. Be sure that the format remains consistent throughout.

Lists of Tables, Figures, Illustrations, Charts, Graphs (optional)

Follow the format used for your Table of Contents. Use a separate page for each type of list. Be sure to number with the appropriate Roman numeral and make sure to double-space each list.

Abstract (required)

An abstract of your thesis is required. It should consist of a concise narrative description of your work. Briefly state your topic or problem, describe the procedures and methods used, and summarize your findings or conclusions. Do not use tables, figures, illustrations, charts, or graphs. Your abstract needs to be numbered with the appropriate Roman numeral and should also be double-spaced. The suggested maximum length is 150 words. Your abstract must have centered at the top of the first page the word ABSTRACT. The exact full name of the thesis as it appears on the title page should appear on the next line with the full name of the candidate as it appears on the title page on the following line. The following parts are usually found in an abstract but should not be identified with subheadings: Statement of Problem, Procedure or Methods, Results, Conclusions.

Chapters or Main Divisions of the Document (required)

As you turn your work into a professional document, be sure to use a writing style appropriate to your subject and discipline. The document also needs to follow consistently acceptable standards of punctuation, spelling, and format. The text must be double-spaced, and each page must be numbered consecutively beginning with number 1. Be sure to type chapter titles and any subheadings in bold face and upper-case letters. It is best to include tables or other illustrative materials as necessary in the main body of the document when they are essential to the text.

Subheadings (optional)

For clarity and flow, it is best not to begin any subheadings or other divisions on separate pages unless the preceding page is filled. If the subheading falls at the end of a page, move it to the next page unless at least two lines of text can follow the subheading on that page. Be sure to keep subheadings consistent in position and style throughout the document.

Endnotes (optional)

Do not use footnotes. Place endnotes at the end of the document right before the Bibliography/Work Cited pages. Refer to the style manual you have chosen for specific details on spacing, etc. Be sure to begin each note section with the heading “Endnotes to Chapter _____” or “Notes to Chapter _____.” These pages should also be numbered with Arabic numerals.

Appendix (optional)

Appendices are used when you wish to add materials (such as charts, graphs, surveys, etc.) not essential to the main text. The appendix should be placed between the Endnotes and Bibliography/Works Cited sections. These pages need to be numbered in Arabic numerals. Also remember to list your appendices in the Table of Contents.

References or Works Cited (required)

The References or Works Cited page(s) should be double-spaced. Group all entries in alphabetical order using hanging indentation. Be sure to use the format that is consistent with the form style approved by your thesis advisory committee. These pages must be numbered with Arabic numerals as well.

Final Check

Review your document carefully to make sure that it is correctly formatted, that all spelling and grammar is correct, and that the document is totally free of errors. Check that there are no blank pages or missing sections. Be sure that the preliminary pages of your document are in the proper order and that the pagination and spacing is correct.

Notes:

Converting to PDF

In addition to the three hard copies of your thesis that are required for NWOSU's archives, the Office of Graduate Studies requires a PDF version of all theses completed, which will be kept on a flash drive and on-line.

Helpful Hints for Writing with PDF Conversions in Mind

In general, simply write your document as you normally would in your chosen word processing program, keeping in mind a few tips to improve the quality of the later PDF document.

Spacing and Pagination: Use tabs instead of a series of spaces to align text. Insert page breaks to start a new page. Use section breaks to change the format between pages in the document. Use your word processor's tools for creating a Table of Contents to ensure that pagination is consistent even if the generation of the PDF file causes the pages to shift slightly.

Fonts: NWOSU's Office of Graduate Study recommends using Times New Roman, Arial, or Garamond. Do not use any unusual fonts.

Graphics: It's best to use EPS (Encapsulated PostScript) files rather than bitmaps, GIFs, or JPEG images. Use a high resolution such as 600-spi. Avoid using graphic editors that are part of a word processor.

Naming the PDF file: Please name your file in this manner: lastname-firstname-year.pdf. For example, Scott Jones, who is submitting his thesis for his M.Ed. degree in 2010, would name his file **jones-scott-2010.pdf**. After converting your document to PDF format, check the PDF version of your document to ensure that it looks the same as it did before the conversion. It is ***the student's responsibility*** to make sure that the conversion is free of formatting errors.

Copyright and Access

You can choose whether or not to copyright your thesis. The decision is up to you, but there will be an additional cost. Copyrighting protects your rights as an author. These rights include the ability to make copies of the work, to distribute them, to make derivative works, or to perform/display the work. By copyrighting your thesis or dissertation, you can control the rights to it or may authorize others (i.e., a publisher) to exercise those rights. If you do decide to copyright, it is your responsibility to guarantee that the work is original and that you have followed accepted standards for documenting your references and citations of other works. The copyright will be in effect for your lifetime plus an additional fifty years. You should consult with your thesis advisory committee to discuss this issue before making your decision.

Proquest/UMI can act as your agent with the Library of Congress copyright office when your thesis is submitted. **This is done only if you specifically request such services from ProQuest/UMI when you submit your thesis.** Requesting copyright through the on-line submission procedure authorizes UMI to act as your agent in the copyright process. You may also apply for copyright registration by filing directly through the U.S. Copyright Office at <http://www.copyright.gov/>.

Ready to Submit?

When you are ready to submit hard copies of your thesis, please bring three hard copies to the Office of Graduate Studies in EC #103. Once there, you will receive three copies of a thesis acceptance form (see page #10) that must be signed by you, the members of your thesis advisory committee, and the Associate Dean of Graduate Studies and then returned to the Office of Graduate Studies. After this has been completed, send your PDF document via email to the Associate Dean of Graduate Studies.

Notes:

Thesis Acceptance Form

THIS THESIS WAS ACCEPTED ON _____
Month Day Year

as meeting the research requirements for the master's degree at Northwestern Oklahoma State University.

Thesis Advisory Committee Chair _____

Thesis Advisory Committee Member _____

Thesis Advisory Committee Member _____

Associate Dean of Graduate Studies _____