

THESIS AND DISSERTATION MANUAL

INSTRUCTIONS FOR THE PREPARATION OF THESES AND
DISSERTATIONS



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CHAPTER ONE: GENERAL INFORMATION

The mission of the Middle Tennessee State University College of Graduate Studies is to enhance the scholarly experience of all graduate students and to help students achieve their academic goals, while maintaining academic standards. To this latter end, one of the roles of the College of Graduate Studies is to evaluate the scholarly content of theses and dissertations that are submitted in partial fulfillment of the requirements for graduate degrees awarded by Middle Tennessee State University. This is an important function of the Graduate College; thus, the dean of the College of Graduate Studies has final approval authority for each thesis and dissertation.

The dean may suggest some changes to enhance the overall academic quality of a thesis or dissertation. Normally, these suggestions are not mandatory (except for the correction of typographical, grammatical and other errors); the final decision is left to the student and major professor. In the event that a thesis or dissertation does not meet the academic standards expected of Middle Tennessee State University graduate students, the dean will notify the student and major professor so they may discuss the changes that are required.

Primary academic responsibility and authority rests with the faculty, particularly the major professor and any other reader. Moreover, the student and major professor should ensure format concordance with the academic discipline's style. Nonetheless, some uniformity for all theses and dissertations is expected.

Purpose of the Guide

This guide is intended to serve as an informative manual for thesis and dissertation preparation at Middle Tennessee State University. It includes information regarding the guidelines to which all students composing theses and dissertations must conform. It is imperative that students refer to the style manual that his or her field of study deems

appropriate; however, the guidelines established within this guide take precedence over any other style manual.

General Policies

For information regarding policies for graduate students, please refer to the most recent edition of the Graduate Catalog, as well as the homepage for the Office of Graduate Studies.

The Graduate Council plays a crucial role in the oversight and planning of all MTSU graduate courses and graduate degree programs in: establishing criteria for the appointment and re-appointment of Graduate Faculty, assessing graduate student issues and concerns, and recommending university-wide policies and procedures for implementation to the dean of the College of Graduate Studies. The Graduate Council plays an advisory role in the modification of existing programs and in the approval and implementation of any new programs. All student work towards advanced degrees should adhere to the policies and regulations established and reviewed by academic departments, the Graduate Council, and the College of Graduate Studies.

The Graduate Council provides leadership in the pursuit of excellence in scholarly activity and serves as an advocate in obtaining resources for graduate program. Only full-time MTSU faculty who have previously been appointed to the Graduate Faculty may serve on the Graduate Council. Council members are appointed by the President to serve three-year terms with three faculty representatives per college. Two graduate student representatives who meet all graduate academic standards are also appointed. To ensure continuity and institutional memory in the creation and implementation of policies and procedures, one Council member from each college is replaced each year. Graduate students are appointed to the Council each academic year and the graduate college deans and the six academic deans serve as ex-officio members. The vice chair, who conducts meetings in the absence of the chair and who serves as chair-elect, and the recording secretary of the Graduate Council are elected annually. The chair, in consultation with the dean of the College of Graduate Studies, is responsible for setting the Council's agenda.

Student Integrity

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student's work. Academic integrity is an essential component of a quality education. When a student participates in behavior that is considered to be academic misconduct, the scholarly value of their education is lessened.

All members of a university community have responsibility for ensuring academic integrity. Faculty have the responsibility of designing assignments and exams that promote academic integrity, as well as the responsibility to report suspected violations. One reason for this responsibility is that the Office of Judicial Affairs and Mediation Services enters all individuals referred for academic misconduct violations into a database. Faculty often will not know if students they suspect have been previously referred for academic misconduct.

Students have the responsibility of doing their own work and giving credit where credit is due. Integrity goes beyond an individual decision. Integrity is a lifestyle.

Academic Misconduct Defined

Academic misconduct at Middle Tennessee State University is defined as plagiarism, cheating, fabrication, or facilitating any such act. The following definitions apply when considering academic misconduct:

(1) **Plagiarism** – The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment. If using the author's words, you must correctly cite the source, as well as put the author's words in quotations. When summarizing an author's point(s), you must still give credit to the author by citing the source, even though it is in your own words (because the idea is still the author's and not your own). Substituting synonyms or changing word order is not considered summarization of an author's point and you must still use quotations for phrases that are used by the author. Just changing the words does not

mean that an idea is your own and the original source should still be given credit. Similarly, turning in someone else's work as your own, which includes using papers for hire and papers from paper mills, is synonymous to plagiarizing. For more information regarding plagiarism, refer to Appendix I of this manual ("Plagiarism Information") and www.plagiarism.org.

(2) **Cheating** – Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit or hours.

(3) **Fabrication** – Unauthorized falsification or invention of any information or citation in an academic exercise.

(4) **Facilitation** – Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Work Subject Compliance (IRB Approval)

The MTSU Institutional Review Board is a committee designed to approve, monitor, and review any research involving humans. The aim of the IRB is to protect the rights and welfare of the research subjects. Refer to the *Decision Guide* link on the MTSU Institutional Review Board website (http://www.mtsu.edu/irb/decision_guide.shtml) to determine whether you need IRB approval.

If you need to report a study related injury, or if you have questions, please contact the Compliance Officer.

If you have any concerns regarding integrity and ethics in research and scholarship at MTSU, please do not hesitate to call (615) 494-8918 or e-mail complian@mtsu.edu.

Institutional Animal Care and Use Committee (IACUC Approval)

Students using animal subjects must receive Institutional Animal Care and Use Committee (IACUC) approval. The IACUC reviews all research involving animal subjects at MTSU as defined in accordance with the USDA and PHS.

USDA definition: Animal means any living or deceased dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, exhibition purposes, or as a pet. This term excludes: birds, rats of the genus *Rattus*, mice of the genus *Mus* (bred for use in research), horses not used for research purposes, and other farm animals, such as, but not limited to: livestock or poultry that is used or intended for use as food or fiber or livestock or poultry that is used or intended for use for improving animal nutrition, breeding, management, production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes. This can only be approved for one year.

PHS Definition: Any live, vertebrate animal used or intended for use in research, research training, experimentation, biological testing, or for related purposes. This is approved for three years.

If you have any questions, need to report an adverse event, and/or seek further clarification, please do not hesitate to call (615) 494-8918 or e-mail compliant@mtsu.edu.

CHAPTER TWO: ORGANIZATION AND FORMAT

Type Size and Quality

Type size and font are elements that greatly affect the appearance of your thesis or dissertation. To ensure that your document is in a format that provides the best readability, the type size that should be used is 12 point. Similarly, a suitable, clear font should be chosen, such as Times New Roman, Arial, etc., and needs to be maintained throughout the entire document. Type size should also remain consistent throughout the document, except when choosing to use a slightly larger point for chapter titles (do not exceed 14 point, as this wastes space and paper).

Other miscellaneous items regarding text include: Chapter headings should appear in all capital letters with Roman numerals; Italicize all statistical expressions (F,N,SD,M,SS,n,p,r,t, etc.); and always use the percentage symbol (%) when preceded by a number.

Pagination

Every page should be assigned a number, with two exceptions: The approval page is not to be numbered or counted and the Title page is counted, but not numbered (you will count the Title Page when numbering all pages; however, there is not to be a number listed on the page). Refer to Appendix B to see the list of pages that are included in a thesis/dissertation, their order, whether or not the page is to be listed on the Table of Contents, as well as what (if any) page number is to be assigned and the style that should be used (i.e. Roman numerals, Arabic numerals, etc.) for the page number.

All page numbers using Arabic numerals should be 1 inch from top of page and 1 inch from right edge. Those pages using Roman numerals (prefatory pages) should have the page number centered at the bottom of the page. The following pages are to be assigned small Roman numerals (e.g., “ii”): Copyright page*, Dedication page*, Acknowledgments*,

Abstract, Table of Contents, List of Tables*, List of Figures*, List of Symbols/Abbreviations** (or, in other words, all prefatory material). The following pages are to be assigned Arabic numerals (e.g. “1”): Body of Thesis/Dissertation, Bibliography/References/Works Cited, Appendices, IRB/IACUC Approval**, Permission letter for copyrighted materials**.

*Indicates that section is an optional section.

**Indicates that this page is to be included only if needed.

Spacing

All text should be double spaced (including chapter title and centered headings within the text), with only a few exceptions. Triple spacing is required before and after tables and figures that are inserted between lines of text. Table data, long quotations (40 words or 4 lines or more and when indented), and reference listings may be single spaced.

Other miscellaneous items regarding spacing include:

- No widows (this is when a paragraph carries over only one line to the top of the next page) or orphans (this is when a heading or subheading occurs at the bottom of a page and is not followed by text). When beginning a new paragraph at the bottom of a page, you must have at least two lines. If only one line appears, move that line to the top of the next page.
- There should be a space before and after periods in an ellipse (...)
- There should be a space before and after an equal sign (=), less than sign (<), or greater than sign (>)
- Indent numbers and flush any subsequent lines with the left margin when listing separate paragraphs in a series (i.e., seriations or enumerations)

Margin Settings

The left margin should be 1.5 inches, the top margin should be 1.25 inches, and the right and bottom margins should be 1 inch. This applies to margin settings for all pages within theses or dissertations. All material that is included within the document, including tables, figures, etc., must adhere to these margin settings.

Consistency

For ease of readability, as well as to assist in the visual appeal of the thesis or dissertation, the student should ensure that formats, spacing, headings, etc., remain consistent throughout the document. The format that the student chooses should be retained for the duration of the entire document.

CHAPTER THREE: UNIVERSITY ELEMENTS AND STYLE

Appendix B is a reference sheet that includes many of the elements that are discussed within this chapter. Appendix B should be referred to in addition to the elements described in this chapter, for items such as: page order, page numbering, optional pages, etc.

Preliminary Pages

Preliminary pages are those that precede the body text. These pages (Approval Page, Title Page, Abstract, Dedication, Copyright Page, and Acknowledgments), with the exception of List of Tables, List of Figures, and List of Appendices, are not to be listed on the Table of Contents page.

Approval Page

The approval page informs the Office of Graduate Studies that the student's committee members have thoroughly examined the final copy of the thesis or dissertation and approve the document for final submission. The approval page must accompany the student's thesis or dissertation. This page is not numbered or counted when numbering the document.

The approval page should be in the same type size and font as the rest of the document. This page must also include original signatures (no copies) with the corresponding name typed under signature lines. Please refer to Appendix D for a sample of this page.

Title Page

The title page is not numbered; however, it is counted and is technically page "i" of the preliminary pages (because it is not numbered, the next preliminary page—the copyright page, if the student includes a copyright page—is to be numbered "ii"). All text on this page should be centered. The title of the thesis or dissertation, which is listed at the top of this page, must be the final, complete title of the thesis or dissertation and should be the exact title

used on the approval page. The title page should also include the student's degree title, the University name, and the month and year that the degree is to be awarded (e.g. May 2010). This page should not be listed on the table of contents. Please refer to Appendix E for a sample of how the title page should appear.

Copyright Page

This page is optional. If the student desires to copyright his or her thesis or dissertation, the student must include a copyright page within the preliminary pages. It is to be placed after the title page and the page number should be a lower case Roman numeral (e.g. "ii"). The student may also choose to officially copyright his or her work using ProQuest or obtain a copyright for the document via the United States Copyright Office. This page is not listed in the student's table of contents.

Dedication Page

This page is optional. If the student desires to dedicate his or her thesis or dissertation, the student may do so using this page. The page should not include a heading. The text is to be brief and centered on the page. Pagination is in lower case Roman numerals. Please refer to Appendix F for a sample of how the dedication page should appear. This page is not listed in the student's table of contents.

Acknowledgements Page

This page is optional and can be used to include brief statements of appreciation or recognition. This page has the heading "ACKNOWLEDGEMENTS" and the heading should be in all capital letters. Pagination is in lower case Roman numerals. This page, if included, should not be listed on the table of contents. Please refer to Appendix G for a sample of what this page should look like.

Abstract

Every thesis and dissertation is required to include an abstract. This should be approximately 350 words for dissertations and 150 words for theses. The student and his or her committee will determine the content that is to be included in the abstract; however, the following guidelines should be adhered to: the page is to be titled “ABSTRACT” and the title should appear in all capital letters. The abstract should include a brief summary of your research and findings. The pagination is lower case Roman numerals. Please refer to Appendix H for a sample of what this page should look like. Do not include your name, degree, or title on this page. This page should not be listed on the table of contents.

Table of Contents

Every thesis and dissertation is required to include a table of contents. The heading for this page is “TABLE OF CONTENTS” and should appear in all capital letters. All headings, sections, chapters, and the first set of subdivisions/subchapters need to be listed within the table of contents (subsequent sets of subdivisions/subchapters need not be listed). Preliminary pages (with the exception of List of Tables, List of Figures, List of Appendices) are not to be listed on the table of contents. Pagination for this section is lower case Roman numerals. Do not include an entry for “Table of Contents” on your table of contents page.

Tables/Figures

Tables and figures should be formatted according to the style manual (APA, MLA, Chicago, etc.) that you are using. Tables and figures may follow the page on which they are first referenced or, for students who are writing a thesis, the tables may be included in a separate appendix (for theses only). All tables/figures must be incorporated in the text for dissertations. If a table or figure is taken from another source, you must cite that source below the table or figure.

Each table must be identified in the text by using an Arabic number (e.g. Table 3). The table number and title must be typed above the table. Figure number and caption must be typed below the figure using Arabic numbers (e.g. Figure 2). Repeat table number and column heading (followed by “cont.” or “continued”) if the table is continued on another page.

List of Symbols/Abbreviations

Students who need to include a list of symbols or abbreviations can create a separate page with these listings. The title of this page should indicate its content. This page may be placed in the appendix.

List of Additional Items

Students who need to include additional items, such as DVDs, CD-ROMs, oversized maps, drawings, etc., may do so by including a list that states what items are included, along with a title and number for each item. The list should indicate that these items are “in pocket.” Each additional item needs to have a label attached to it that indicates its title and number. A pocket for these items will be included inside of the front cover of hardbound copies.

Body Text

The format of the thesis or dissertation should be logical and consistent. Major divisions within the text should be chapters or sections. These divisions should conform to guidelines indicated in the style manual that the student is using.

Divisions/Headings

The thesis or dissertation should maintain a consistent format throughout. If the student chooses to divide the thesis or dissertation into chapters or sections, each major chapter or division should begin on a new page (do not begin a new chapter on a page where text precedes it), unless your department has been approved to use the article style format for theses, in which case chapters/sections are not required to begin on a new page. All subdivisions within each chapter do not begin on a new page, unless the preceding page is filled with text or there is not enough room to list the subdivision followed by at least two lines of text. Any logical scheme of subdivisions may be used; however, it must be consistent throughout the document. Also, each level of heading (e.g. chapter, subchapter, etc.) must vary in format. For example, if the major chapters are centered on the page using 14 point font, then the subchapters may not use this same formatting style. The reader must be able to differentiate major chapters from the subchapters.

Bibliography, References, and Works Cited

The bibliography or reference section should indicate the sources that the student consulted during the process of his or her research. This page should be titled “BIBLIOGRAPHY,” “REFERENCES,” or “WORKS CITED” and the title should be centered on the top of the page. An entry on the bibliography or list of references page should not carry over to another page (if the entire entry is too long to fit on the page, move it to the next). The student should consult the style manual that he or she has chosen for information on creating a bibliography or list of references. This section should be listed on the table of contents.

Footnotes and Endnotes

All footnotes should begin on the page where they are cited. Footnotes are renumbered beginning with Arabic number “1” for each chapter. When notes are included at the end of the text, they should have a separation page labeled “NOTES” and this should also be listed in the table of contents. The student should consult the style manual that he or she has chosen for information on creating footnotes and endnotes.

Appendices

Appendices are an optional section and are not always a part of a thesis or dissertation. Appendices are used to incorporate additional, supplementary matter, such as charts, diagrams, tables, or material that could not be suitably included within the body of the thesis or dissertation.

If the student chooses to include an appendix or appendices, this must be done by creating a cover sheet for the section with the heading “APPENDIX” or “APPENDICES” (if using more than one appendix). This sheet is counted and numbered (each appendix that is included within the appendices section is to be numbered, continuing with the numbers used in the body of the thesis). This heading should be centered on the page. The appendix or appendices should be listed on the table of contents page. If using appendices, each appendix should be listed underneath the appendices section (as a subsection) on the table of contents (e.g. Appendix A, Appendix B, etc.) with the corresponding page number, unless you choose to include a separate “list of appendices” page. If using a separate page for listing appendices, this section, along with the page number of the first page, must be listed on the table of contents. Additionally, some sections of an appendix are difficult to label (e.g. an IRB approval form). If you are unable to title one of your appendix pages, you may choose to include a separation page, including the name and title of the appendix (e.g. Appendix A-IRB Approval Letter), that precedes the appendix.

CHAPTER FOUR: ARTICLE FORMAT POLICY FOR DISSERTATIONS

General Information

This approach is intended for doctoral students whose final, completed dissertation will consist of a number (minimum of two) of journal-style manuscripts or articles. It is an option available only to students in certain fields whose graduate faculty have determined it to be an appropriate option. Check with the director of your graduate program to determine if this format is accepted in your program.

Article-style dissertations must be based upon research completed while the student is enrolled at Middle Tennessee State University. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

The dissertation must be the student's original idea. It must be a unified work and include a sequence of articles of publishable quality around a theme, with a comprehensive review of the literature that demonstrates an in-depth understanding of the unifying framework.

There will be one introductory section to describe the studies, tell how they are related, and explain their significance. There will be connecting language to bridge each study to the next. There also will be a section that serves as a summary making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

All parts of the dissertation must conform to the provisions set forth in the MTSU Thesis/Dissertation Checklist published by the College of Graduate Studies except when the circumstances of a specific project require deviation. Students considering this approach should contact the Graduate College before beginning their work if they have any questions concerning specific problems or deviations from traditional procedures.

Formatting Article-Style Dissertations

As with regular dissertations, students must select a prominent style guide appropriate to their field of study and whose provisions must be applied to the manuscript as a whole. When individual articles have been prepared for or accepted by journals for publication, and the articles have been prepared using the author and style guide issued by the journal(s), the articles must be revised as appropriate to conform with the overall style of the *MTSU Thesis and Dissertation Checklist* and this manual before submission to the Graduate College as a dissertation. The chosen style must be applied consistently across all articles with reference to any exceptions from the specific provisions of the *MTSU Thesis and Dissertation Checklist* and this manual.

Parts of the Manuscript of an Article-Style Dissertation

Preliminary Pages

Approval Page

This page will be identical to the version required for all regular dissertations.

Title Page

Follow the same layout and format as for a regular dissertation.

Copyright Information

The inclusion of any articles that are previously published or accepted for publication requires permission from the copyright holder. The sections not copyrighted by another party may be covered under the publication of the new manuscript.

Abbreviations

List all abbreviations as one complete list in the preliminary section of the dissertation. Do not include them with the individual articles.

Dedication Page

Follow the same layout and format as for a regular dissertation.

Acknowledgments

Follow the same layout and format as for a regular dissertation.

Abstract

This is required in the same format as for regular dissertations.

Table of Contents

Each article included should be identified in the table of contents as a separate section by giving the complete title as it appears on each manuscript. Do not list subheadings that occur within the individual manuscripts; do list subheadings from the introductory and summary sections.

List of Tables and List of Figures

Tables and figures shall be listed for the whole document. Numbering of tables and figures will be in accordance with the chosen style and formatting guide for the document as a whole.

Main Body

Introduction

The introduction should include a clear statement of the student's purpose or hypothesis to be tested. It provides necessary background information and a broad statement summarizing the findings of the study. This section also will include a statement of the relationship between and among the various articles and parts of the research.

First Article

- Subheadings/sections – e.g., Introduction, Review of Literature, Method, Results, Conclusions.
- Reference List (for article 1)
- Appendices

Second Article

- Subheadings/sections – e.g., Introduction, Review of Literature, Method, Results, Conclusions.
- Reference List (for article 2)
- Appendices (for article 2)

Third Article

- Subheadings/sections – e.g., Introduction, Review of Literature, Method, Results, Conclusions.
- Reference List (for article 3)
- Appendices (for article 3)

Overall Conclusion

State the conclusions for the manuscript as a whole.

References

All general references from the introduction, overall conclusion, and any supplementary sections should be included here and should conform to the same style and format as the articles.

Appendices

Include here only any additional appendices that relate to the manuscript as a whole.

CHAPTER FIVE: THESIS/DISSERTATION DEPOSIT PROCEDURES

Submission

Submission Deadlines

Theses and dissertations may be submitted anytime during the semester of graduation up to the deadline. Deadlines may be found for each semester under the Academic Calendar link, which can be found on the Graduate Studies website.

The dean may allow an extension when circumstances warrant. In these cases, as soon as a delay is expected, the major professor should petition the dean in writing or email.

Submission Information

Submit ONE copy of the signed thesis/dissertation and one copy on CD or flash drive (this should be only one file that includes the entire thesis or dissertation—do not save each chapter as a separate file) to the College of Graduate Studies for evaluation. Microsoft Word files and PDFs are acceptable. This copy should be in a letter size envelope with name and email address on the front of the envelope. After evaluation by the Dean of Graduate Studies or delegate, you will be contacted to pick up your thesis/dissertation for corrections, if any. Then, four (4) copies of a thesis or five (5) copies of a dissertation are required to be returned for binding. Each copy should be placed in a separate envelope with the student's name and contact information (preferably an email address) on the outside and returned to the College of Graduate Studies one week prior to commencement. Graduate Studies requires one original signed approval page (departments may require additional copies). When submitting final copies for binding, only one original needs to be included, and the others may be copies.

Binding and Copies

Students submitting theses or dissertations are required to pay a binding at the time of submitting the “Intent to Graduate” form (payable in the MTSU Business Office, Cope Administration Building). Thesis fees cover the cost of binding for four copies of the thesis, one to the student, one copy to the student’s department, one copy to the thesis chair, and one copy to the MTSU Library. Dissertation fees cover the cost of binding for five copies of the dissertation, along with the publishing fee, one copy to the student, one copy to the student’s department, one copy to the student’s dissertation chair, and two to the MTSU Library. Please refer to the Graduate Studies webpage for fee information.

Defense of Dissertation

Upon submission of the completed dissertation, the doctoral candidate who has successfully completed all requirements for the degree will be scheduled by the chair of his/her dissertation committee, in consultation with the other committee members, to defend the dissertation. The College of Graduate Studies must be notified at least two weeks prior to the defense in order to announce the dissertation title, date, time, and location of the defense. The defense is open to all members of the University community who wish to attend. The dissertation defense is administered by the dissertation committee according to program guidelines. Successful defense of the dissertation must be attested to in writing by all members of the dissertation committee.

Checklist

The checklist is a form that helps the student ensure that all parts of the thesis and dissertation have been included, and to make certain that particular guidelines have been met. The appropriate form must be submitted with the defended copy of the thesis or dissertation. Both the student and the major professor should check all of the applicable items and sign at the bottom. Requirements set forth in this "Checklist" take precedence over requirements in the style manual or refereed journal you follow for preparing your thesis or dissertation. This

checklist is available on the MTSU Graduate School website (<http://www.mtsu.edu/graduate/student/thesis.shtml>), and can also be found in Appendix A of this manual.

APPENDICES

APPENDIX A

College of Graduate Studies Thesis/Dissertation Checklist



Must be returned with defended Thesis/Dissertation (A PDF version of this guide can be found on the Graduate Studies website).

This form must be submitted with the defended copy of the thesis/dissertation to the Graduate School and an electronic copy (CD or USB flash drive). Both the student and the major professor should check all of the applicable items and sign at the bottom. Requirements set forth in this "Checklist" take precedence over requirements in the style manual or refereed journal you follow for preparing your thesis/dissertation.

Indicate which style manual is being followed: MLA _____, Turabian _____, ADA _____, APA _____, ASA _____, Other _____. If other, a sample journal article or "instructions for author" is required with submission of the defended copy to the College of Graduate Studies.

MARGINS: 1.5" left, 1.25" top, 1" right and bottom margins for all pages.

ORGANIZATION:

- Approval page (must include original signatures with names typed under signature lines.)
- Title Page
- Copyright page (Optional)
- Dedication Page (Optional)
- Acknowledgments (Optional)
- Abstract (350 words for dissertation, 150 words for thesis)
- Preface (Optional)
- Table of Contents
- List of Tables
- List of Figures
- List of Plates (only if needed)
- List of Symbols and/or Abbreviations (only if needed)
- Body of Thesis (divided into chapters or sections)
- Bibliography/References/Works Cited (alphabetical order) – Based on style manual indicated

- Separation Page - titled Appendixes (when applicable)
- Appendixes
- IRB Approval (if human or animal subjects used)
- Permission letter(s) for any copyrighted materials used in text

TYPE SIZE/PITCH: 12 is required

PAGINATION:

- Every page should be assigned a number with the exception of the Approval and Title pages (Title page is counted but not numbered; Approval page is not counted or numbered).
- Page numbers should be in the same position, 1" from top of page and 1" from right edge.
- Front matter is numbered using lower case roman numerals centered at 1" from bottom of page.

SPACING:

- Text must be double spaced
- Double space after the chapter/section number and after the chapter/section title.
- Double space before and after centered headings within the text.
- Triple space before & after tables/figures inserted between text.
- Table data, long quotes (40 words or 4 lines or more), and reference listings may be single spaced.

TABLES/FIGURES:

- Format tables/figures ACCORDING to indicated style manual.
- Tables/figures may follow page on which they are first referenced or they may be included in a separate appendix (NOTE: all tables/figures must be incorporated in the text for dissertations).
- Table/figure must be identified in the text by a number.
- Table number and title must be typed above table. Use Arabic numerals.
- Figure number and caption must be typed below figure. Use Arabic Figures.
- Repeat table number & column headings if table is continued on another page.
- If a table/figure is taken from another source, you must cite that source below the table/figure.

MISCELLANEOUS:

- Do not use running heads on each page.
- No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page, you must have two lines. If only one line appears, move that line to the top of the next page.)
- All page numbers in the TABLE OF CONTENTS, List of Figures, List of Tables, Plates etc... must correspond with page numbers in the text.
- All footnotes begin on the page where they are cited.
- Footnotes are renumbered beginning with Arabic number "1" for each chapter.
- No endnotes are allowed for dissertations due to microfilming requirements.
- Chapter headings should appear in all capital letters with Roman numerals.
- Italicize all statistical expressions (F,N,SD,M,SS,n,p,r,t, etc.)
- Space before and after equal sign (=), less than sign (<), or more than sign (>).
- Space before and after periods in an ellipse(...)
- Always use the percentage symbol (%) when preceded by a number.
- Indent number and flush any subsequent lines with the left margin when listing separate paragraphs in a series (i.e., seriations or enumerations).

I have reviewed the final copy of this thesis/dissertation and confirm that all of the above items have been checked and that it meets the standards of excellence expected by the graduate faculty, the Graduate Council, and the College of Graduate Studies of MTSU.

Student's Name (please print): _____

Signature: _____ Date: _____

Thesis/Dissertation Chair's Name (please print): _____

Signature: _____ Date: _____

APPENDIX B

Order and Number Assignment of Thesis/Dissertation Pages

| Thesis/Dissertation Section | Pagination Requirements |
|---|---|
| Approval Page† | Page is not numbered or counted. |
| Title Page† | Page number counted but not typed. |
| Copyright page*† | Page numbers are assigned and are lower case Roman numerals, beginning with "ii" (due to title page not being numbered, but counted). These numbers should be centered, one inch from the bottom of the page. |
| Dedication page*† | |
| Acknowledgments*† | |
| Abstract† | |
| Table of Contents† | |
| List of Tables* | |
| List of Figures* | |
| List of Plates** | |
| List of Symbols/Abbreviations** | |
| Body of Thesis/Dissertation | |
| Bibliography/References/Works Cited | |
| Appendices Separation Page | |
| Appendices | |
| IRB Approval/IACUC Approval** | |
| Permission letter for copyrighted materials** | |

*Indicates that this part is optional.

**Indicates that this part is to be included only if needed.

†Indicates that this page should not be listed on the Table of Contents.

Sample Table of Contents*

| TABLE OF CONTENTS | |
|-----------------------------------|------|
| | Page |
| LIST OF FIGURES..... | # |
| LIST OF TABLES..... | # |
| CHAPTER ONE: CHAPTER TITLE..... | # |
| Subsection Title..... | # |
| Subsection Title..... | # |
| Subsubsection title..... | # |
| Subsubsection title..... | # |
| Subsubsection title..... | # |
| CHAPTER TWO: CHAPTER TITLE..... | # |
| Subsection Title..... | # |
| Subsubsection title..... | # |
| Subsubsection title..... | # |
| Subsection Title..... | # |
| Subsubsection title..... | # |
| Subsubsection title..... | # |
| CHAPTER THREE: CHAPTER TITLE..... | # |
| Subsection Title..... | # |
| Subsubsection title..... | # |
| Subsubsection title..... | # |
| Subsection Title..... | # |
| Subsubsection title..... | # |
| Subsubsection title..... | # |

*Note: The sample pages in the Appendices section do not necessarily conform to margins required by the Thesis/Dissertation Checklist. Please make sure that your margins follow the requirements of the Checklist.

Sample Table of Contents (continued)

| | Page |
|---------------------------------|------|
| Subsection Title..... | # |
| Subsubsection title..... | # |
| Subsubsection title..... | # |
| REFERENCES..... | # |
| APPENDICES..... | # |
| APPENDIX A: APPENDIX TITLE..... | # |
| APPENDIX B: APPENDIX TITLE..... | # |
| APPENDIX C: APPENDIX TITLE..... | # |

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APPENDIX D

Sample Approval Page

EXPLORING THE “GREATEST GENERATION”:
A GUIDE AND CASE STUDY

ASHLEY ELIZABETH OATTS

Approved:

Dr. C. Brenden Martin, Thesis Director *

Dr. Amy L. Sayward, Reader †

Dr. Amy L. Sayward, Chair, History Department

Dr. Michael D. Allen, Dean, College of Graduate Studies

Source: Ashley Oatts, “Exploring the Greatest Generation”: A Guide and Case Study.”
Master’s Thesis in History, Middle Tennessee State University, December 2009.

*Indicates that “Thesis Director” may be substituted with “Committee Chair.” Please consult your department for guidelines regarding which title you should use.

†Indicates that “Reader” may be substituted with “Committee Member.” Please consult your department for guidelines regarding which title you should use.

APPENDIX E

Sample Title Page

THESIS WRITING:
THE GUIDELINES THAT SHOULD BE FOLLOWED WHEN WRITING A THESIS

by

John C. Smith

A Thesis Submitted to the
Faculty of the Graduate School at
Middle Tennessee State University
in Partial Fulfillment
of the Requirements for the Degree of
Master of Arts
in English

Murfreesboro, TN
May 2010

APPENDIX F

Sample Dedication Page

I dedicate this research to my mother. I love you, Mom.

Source: Angela Mullin-Jackson, "Racial and Cultural Otherness: The Lived Experience of Americans of Korean Descent." Master's Thesis in Sociology, Middle Tennessee State University, December 2009.

*Page number omitted. This page, if included, must be numbered.

APPENDIX G

Sample Acknowledgement Page

ACKNOWLEDGMENTS

I would like to thank my wife Michelle and both of our families for their unwavering love and support throughout this long process. Without Michelle's great sacrifices, I would not have been able to fulfill this dream of mine. I would also like to thank Dr. Jennifer Caputo, Dr. Richard Farley, and Dr. Dana Fuller for persevering with me and pushing me to finish when it looked like I might not. Finally, I would like to thank Dr. Marcus Elliot and his staff at the Peak Performance Project and all of the UC Santa Barbara men's soccer players and coaches who helped to make this possible.

Source: Jeremy Bettel, "Changes in Movement Mechanics and Trail Time between a Pre-planned Change of Direction Speed Task and a Reactive Agility Task." Doctoral Dissertation in Exercise Science, Middle Tennessee State University, 2009.

*Page number omitted. This page, if included, must be numbered.

APPENDIX H

Sample Abstract Page

ABSTRACT

American history textbooks at the high school level are generally misleading in their representation of African Americans during the civil rights era. The civil rights era in this thesis includes the broad era during which African Americans sought equality, which is post World War II through the late 1960s. In this thesis, I focus on examining four events from the 1950s: the *Brown et. Al. v. Board of Education of Topeka et. al.* landmark Supreme Court case; the reaction to desegregation in Little Rock Arkansas; the Montgomery bus boycott; and the lynching of Emmett Till. These four events represent the bigger picture of the struggles African Americans endured during this era. I will show the history of general African American treatment in American history textbooks before, during, and after the civil rights era. The last chapter specifically focuses on problems that still occur in textbooks today.

The emphasis on textbooks at the high school level arises from the fact that most teachers rely on textbooks in history classes. Students will better understand the events of yesterday and today if we can adjust textbooks to provide a narrative that expresses context. There needs to be more of an emphasis on context than just fact and chronology, teaching students to think and interpret, and making history more interesting and relevant to students' lives.

Source: Marie Bourassa, (adapted from) "Lies My Textbooks Told Me: Everything American History Textbooks Got Wrong About Civil Rights, 1930 to the Present." Master's Thesis in History, Middle Tennessee State University, December 2009.

*Page number omitted. This page must be numbered.

APPENDIX I

Plagiarism Information

In addition to the University's policy regarding Academic Misconduct, the following students may find the following information regarding plagiarism useful:

Merriam-Webster's Dictionary notes that to "plagiarize" is "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source" or "to commit literary theft: present as new and original an idea or product derived from an existing source." MTSU's Judicial Affairs webpage describes plagiarism as "[t]he adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment."

Plagiarism can be difficult to understand. Many times a student is unsure about whether or not he or she is plagiarizing and failure to correctly give credit to your sources can result in university-level sanctions with MTSU Judicial Affairs.

The "Plagiarism Statement" form on the MTSU English Department's TA Resources website gives the following statements about plagiarism. It is:

- Copying another's entire paper and claiming it as one's own.
- Copying a part of another's paper and claiming it as one's own.
- Copying information from a source and pretending that information is one's own.
- Copying information from a source word for word without putting quotes around those words—whether or not the source is cited there in the paper or on the bibliography page.
- Copying information from a source but changing the words around without providing an in-text citation—whether or not the source is cited on the bibliography page.
- Copying information incorrectly, putting quotation marks around it, including a proper in-text citation, and citing it properly on the bibliography page.
- Copying information correctly with quotation marks, including a proper in-text citation, but no citation on the bibliography page.
- Copying information correctly with quotation marks, but including an improper in-text citation, while providing a correct citation on the bibliography page.
- Copying information correctly with quotation marks, including a proper in-text citation, but providing an incorrect citation on the bibliography page.

- Paraphrasing information incorrectly, including a proper in-text citation, and citing it properly on the bibliography page.
- Paraphrasing information correctly, including a proper in-text citation, but no citation on the bibliography page.
- Paraphrasing information correctly, but including an improper in-text citation, while providing a correct citation on the bibliography page.
- Paraphrasing information correctly, including a proper in-text citation, but providing an incorrect citation on the bibliography page.
- Changing the spelling of a word, changing a letter from upper to lower case, or changing the verb tense in an exact quotation without indicating it as such with brackets or ellipses.

In other words, any time you refer to someone else's work for information, you must always correctly note that source in the text, as well as in your references/works cited area. If you have not put the information from the source completely into your own words, you must use quotations around the words taken directly from the source. For information regarding how to cite sources, refer to the manual for the citation style you are using (e.g. MLA, APA, Chicago). Even when you paraphrase, you must cite the source (using both in-text citations and in the references/works cited area). For additional information regarding plagiarism, please visit www.plagiarism.org.

Works Cited

iParadigms LLC. *Plagiarismdotorg*. 2011. Web. 19 Jan 2011.

Middle Tennessee State University. *Academic Integrity and Misconduct: Judicial Affairs and Mediation Services*. Web. 19 Jan 2011.

Middle Tennessee State University. *Plagiarism Information*. The MTSU English Department TA Resources. Web. 19 Jan 2011.

"Plagiarize." *Merriam-Webster Online Dictionary*. Web. 19 Jan 2010.