

STYLE AND FORM MANUAL FOR GRADUATE THESIS AND PROJECT PREPARATION AT SOUTHEASTERN UNIVERSITY

2006

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INTRODUCTION

This manual sets forth Southeastern University's requirements for the preparation of graduate theses and projects. Individual departments or schools of the University may have additional, or more specific, requirements. It is the student's responsibility to learn of any special requirements that apply and to prepare the project or thesis in accordance with them as well as with the instructions in this manual.

While the thesis or project is generally the work of the degree candidate alone, if it is the result of a collaborative research effort, the contributions of the student and the other collaborators must be clearly delineated.

The scholarly work done by the student prior to the final preparation of the thesis or project is outside the province of this handbook. It is assumed that once the research is complete, a final draft is examined and approved by the thesis/project advisor. At that point, the student is ready to prepare a manuscript for final submission.

Every thesis or project must demonstrate effective communication skills. It is the responsibility of the student that the thesis or project demonstrates clarity, correctness, and organization. A student may use the assistance of a professional editor if he or she receives the prior approval of the research advisor; the editorial assistance is limited to the use of language and not to subject matter content or meaning; and all editorial assistance is acknowledged in the preface of the final document.

Characteristics which a thesis/project should demonstrate are:

- the establishment of a historical context for the presentation of an innovative and creative approach to the problem analysis and solution;
- a clear understanding of the problem area as revealed by analysis and synthesis of a broad literature base;
- a well-defined research design;
- clarity in composition and careful documentation;
- the preparation of the author to assume a position within the profession.

Questions regarding thesis or project format that are not answered in this manual should be directed to the appropriate office in the student's school or department.

Students will need to consult a style manual such as the *Publication Manual of the American Psychological Association*, the *MLA Handbook for Writers of Research Papers*, *The Chicago Manual of Style*, or *A Manual for Writers of Term Papers, Theses, and Projects* (1996), written by Kate L. Turabian. A student's advisor will identify the correct manual or guide to be used in determining footnote and bibliographic format for a given discipline or subject area. If points in any of the specialized style manuals differ markedly from the requirements for margins, paper, format, etc. stipulated in this manual, the latter takes precedence.

FINAL PREPARATION PROCEDURES

NUMBER OF COPIES

Master's thesis and project

Students must submit one unbound, unperforated copy prepared according to the specific requirements on the following pages. This material becomes the property of the University. Additional copies may be required by the student's school or department. If a student wishes any personal bound copies, they may be submitted at the same time, with appropriate bindery fees.

PAPER AND DUPLICATION

Submission copy

The thesis or project must be submitted on white paper of at least 20-pound weight and 8.5 " x 11" size. Should it be necessary to draw by hand symbols, characters, or special markings not found on standard printers, high cotton content paper should be used. The same paper should be used throughout, except in instances where photographs are included (see TABLES AND FIGURES). If no hand-written text is used, high cotton content paper is not necessary.

MANUSCRIPT PREPARATION

Print

1. Whether prepared with or without the assistance of computers or word processors, all theses and projects must follow the requirements outlined in this booklet. Any deviations from the forms outlined in this manual must be cleared by the appropriate office in the school or department before the manuscript is prepared in final form.
2. Print must be letter quality, of 10 or 12 points, and of a fully legible typeface. Script typefaces are not acceptable. Laser printers are preferred. Other printers may not produce acceptable print for final submission copies.
3. Whenever possible, all textual material should appear in print. Symbols, characters, or special markings not found on standard printers may be drawn carefully by hand with black India ink on high cotton content paper. (See also TABLES AND FIGURES.) Strikeovers or cross outs are not acceptable. Corrections must be undetectable on the original or copy submitted.

Pagination

1. Only one side of the paper is used, and each page must be numbered, with the exception of the first blank page and the Title Page itself, which counts as page i but does not show a number.
2. The preliminary pages, including the Committee Signature Page, the Copyright Page, the Abstract, Preface or Foreword, Table of Contents, and any lists of tables or illustrations should be numbered with small Roman numerals (ii, iii, iv, etc.) and centered at the bottom of the page one-half inch from the edge. Remember that preliminary pagination begins with ii; the Title Page counts as i, but the number does not appear.
3. All remaining pages, including text, illustrations, appendices, and Bibliography carry consecutive Arabic numerals (1, 2, 3, etc.). On pages carrying a centered heading, such as the first page of a chapter or Bibliography, the page number should be centered one-half inch from the bottom of the page. All other pages should either be numbered at the top, one inch from the right hand edge and one-half inch from the top or centered one-half inch from the bottom of the page. Exceptions to placement of page numbers must be approved by the student's school or department. No punctuation is used with page numbers.

Margins

1. The left margin will be one and one-half inches; top, bottom, and right margins will be one inch. Tables, figures, and illustrations use the same margins as text.
2. A subheading at the bottom of a page should be followed by at least two full lines of type. If space does not permit two lines plus a one-inch margin, the subheading should begin the next page. Similarly, a new paragraph toward the bottom of a page should run for at least two lines or be started on the next page. The final few words of a paragraph should not be continued on the next page. At least two full lines of type are required to continue a paragraph on the next page.

Spacing

The text of the manuscript may be double-spaced or one and one half-spaced with the exception of long quotations, footnotes, bibliographical references, and the Index (if included), which may be single-spaced. See one of the recommended style manuals for illustrations and examples. (See also FOOTNOTES AND BIBLIOGRAPHY.)

Centering

When the instructions call for "centering" a heading, title, or other element, the material is to be centered between the left and right margins.

Headings, Captions, and Subheadings

Any of the systems suggested and illustrated in the various style manuals may be used, as appropriate. Students should check current practice in the professional literature of their fields and must use consistently whichever method they adopt.

Footnotes and Bibliography

1. Citation forms may vary among disciplines, but whichever form is adopted should be used consistently. Style manuals from specific professional associations or journals will usually provide the appropriate format. If none is specified, the student should use a form recommended and illustrated in one of the general manuals noted on page 2.
2. Footnotes may appear either on the page on which they are cited or at the conclusion of the manuscript, depending on the practice of the discipline or department. If no format is specified, either style is acceptable.
3. Depending on the requirements specified in the style manual preferred by the school or department, theses and projects may or may not have a footnote section. However, all theses and projects will have a Bibliography.

TABLES AND FIGURES

Definitions

1. The word "table" is used for tabulated numerical data in the body of the thesis or project and in the appendices.
2. The word "figure" designates all other illustrative material used in the body and in the appendices, including graphs, charts, drawings, photographs, diagrams, schematic illustrations of experimental apparatus, etc.

Preparation

1. Tables and figures should be displayed in type whenever possible. If they must be done by hand, black India ink must be used; they must be done neatly.
2. All illustrative material should be prepared on the same paper as is used for the text, with the exception of photographs as specified below.
3. Other oversized sheets should, if possible, be reduced to standard 8.5 " x 11" size; however, page numbers and captions must be the same size as the rest of the text (not reduced). If reduction is not possible, pages may be accordion folded, but folds must lie at least one inch in from the right edge and 1 inches in from the left edge of a regular page to prevent accidental cutting when pages are trimmed at the bindery.

4. Photographs may be inserted in either of two ways: photographs printed directly on 8.5" x 11" photographic paper may be submitted for binding directly into the volume. The printed image must conform to the margin specifications. Page numbers and captions may be typed on adhesive labels or added with transfer letters and numbers, and affixed in the required locations. Photographs may also be permanently mounted onto high cotton content paper using a heat- or pressure-sensitive dry-mounting process or spray adhesive. Photo mounting corners, rubber cement, staples, tape, and white glue are not acceptable.

Placement

1. Tables and figures of a half-page or less in length may appear on the same page with the text, separated from the text above or below by triple-spacing. If they exceed a half-page in length, they should be placed on a separate page. Two or more small tables or figures may be placed on a single page.
2. Table numbers and captions are placed two spaces above the top line of the table.
3. Figure numbers and captions are placed two spaces below the last line or bottom edge of the figure.
4. The placement of the table or figure does not affect the position of the page number.

Numbering

1. Tables and figures are numbered in separate series. Each table and figure, including any in the appendices, has a number in its own series. Each series is numbered consecutively in Arabic numerals, e.g., Figure 10, Figure 11, Figure 12, etc.
2. If a table continues to the following page, the top line should read "Table 10 (cont'd)." The caption is not repeated.

Captions

1. Captions, or descriptive titles of tables and figures, should be kept to one line of type if possible.
2. These captions will appear in the preliminaries as the List of Tables and/or List of Figures.

Duplication

1. In photocopies most colors appear as gray. Therefore, crosshatching or other markings may be necessary to indicate color distinctions on projects.

2. If photographs are used, prints should be made from the original negative for all copies of the thesis or project.

Citations

When referring to a table or figure in the text, use the full word and number, e.g., Table 10 or Figure 6.

ARRANGEMENT OF CONTENTS

There are three parts to every thesis or project: the preliminary material, the text, and the reference material. Each part has several sections, which are to be arranged in the order they are discussed below.

PRELIMINARIES

Blank Page

Title Page

1. The title in English is typed in capital letters. Words should be substituted for formulas and symbols in the title. The author's name is typed in full followed by a listing of earlier schools and degrees. See [Figure 1](#) as an example.
2. The submission statement names the school, the department, the degree sought, the University's name, and the year. See [Figure 1](#).

Committee Signature Page

1. For theses, the Committee Signature Page must include minimally the signature in black ink and typed name of the thesis advisor. Alternatively, the typed names, academic ranks, and department affiliations of all committee members and their signatures in black ink may be included.
2. For projects, the Committee Signature Page must include minimally the typed names of the committee members and project advisor and the signature of the project advisor. Alternatively, the typed names, academic ranks, and department affiliations of all committee members and their signatures in black ink may be included.
3. The Committee Signature Page normally is numbered with small Roman numerals (ii) and centered at the bottom of the page one-half inch from the edge.

TITLE OF PROJECT (2 spaces from top margin)

by (8 spaces)

Candidate's Full Name (2 spaces)

[undergraduate degree (e.g., AB, BS) , institution], 20-- (2 spaces)

[Master's degree (e.g., MA, MBA), if applicable; institution], 20-- (2 spaces)

Submitted to the Graduate Faculty of (9 spaces)

[name of school] in partial fulfillment (2 spaces)

of the requirements for the degree of (2 spaces)

[Master's degree (e.g., Master of Business Administration)] (2 spaces)

Southeastern University (9 spaces)

20-- (2 spaces)

Figure 1. Example of Title Page

Copyright Page

1. Copyright privileges vest immediately upon creation of the work, without the requirement of notice or registration. However, a copyright notice on a project or thesis signals to readers that the author holds the copyright. Registration establishes a public record of the copyright.

There may be unusual complications in claiming ownership of copyright. For instance, some funding sources claim ownership of the resulting copyright. If the project has been published elsewhere, the copyright may have been assigned to the publisher.

The manuscript should include a page immediately following the Title Page with the following text:

Copyright by William Arthur Jones
20-- (year of publication)

2. Master's theses may be registered directly with the U.S. Copyright Office by the author by calling (202) 707-9100 to request a registration application.

Abstract

1. An Abstract written in English and no more than 350 words in length must be inserted immediately before the Preface page in all theses and projects.

2. The Abstract should state briefly the problem discussed in the thesis or project, describe the research procedures or methodology, and summarize major findings and conclusions. The Abstract should not include illustrative materials or tables.

3. The title of the project should be typed in capital letters and centered at the top of the Abstract two inches from the top of the page. The student's name followed by the degree is centered two spaces below the title. Southeastern University and the date are centered two spaces below the name. The text of the Abstract begins at the left margin three spaces below the name of the University and the date.

A sample heading of the abstract follows:

TITLE OF PROJECT
Jane Doe, PhD
University of Pittsburgh, 19--

Text of Abstract
.....

Figure 2. Example of Abstract Form

4. The major advisor indicates approval by signing or initialing the upper right-hand corner of the original copy of the Abstract.
5. An additional photocopy of the initialed Abstract must be submitted with the project or thesis.

Preface or Foreword

1. The Preface, or Foreword, is optional and, if used, should be brief. Acknowledgments in the form of a brief statement of appreciation for special assistance or support, including editorial assistance, should be included in this section.
2. Preface or Foreword pages are numbered with small Roman numerals centered at the bottom of the page.

Table of Contents

1. The heading TABLE OF CONTENTS is centered without punctuation two inches from the top of the page. The actual listing begins at the left margin four spaces below the heading.
2. All material following the Table of Contents is listed with the exception of lists of tables and figures, which are listed separately. (See LIST OF TABLES and LIST OF FIGURES, following.) Material which precedes the Table of Contents (e.g., title page, blank page, dedication) is not listed.
3. The titles of chapters, parts or sections are listed in the Table of Contents as well as primary and secondary subdivisions. See examples of two types of Tables of Contents in Figures 3 and 4.

4. Wording in the Table of Contents must be identical to wording of the actual titles in the body of the thesis or project.

5. Table of Contents pages are numbered with small Roman numerals centered at the bottom of the page.

List of Tables

1. The heading LIST OF TABLES is centered without punctuation two inches from the top of the page. The listing of tables begins at the left margin four spaces below the heading.

2. Wording in the List of Tables must be identical to the captions that appear on the tables in the text.

3. The List of Tables pages are numbered with small Roman numerals centered at the bottom of the page.

List of Figures

1. The heading LIST OF FIGURES is centered without punctuation two inches from the top of the page. The listing of figures begins at the left margin four spaces below the heading.

2. Wording in the List of Figures must be identical to the captions that appear on the figures in the text.

3. The List of Figures pages are numbered with small Roman numerals centered at the bottom of the page.

TEXT

Introduction

1. If the Introduction precedes the first chapter or division as a separate unit, the heading INTRODUCTION should be centered without punctuation two inches from the top of the page. The text begins four spaces below the heading.

2. If the Introduction is the opening statement of the first chapter or division, the chapter title should be centered at the top of the page and INTRODUCTION used as a subheading at the left margin.

3. The page on which the Introduction begins is page 1 of the thesis or project.

Main Body

1. This section is the substance of the thesis or project, including all chapters, divisions, and subdivisions as indicated by headings identical to those listed in the Table of Contents.
2. All tables and figures should be placed as close as possible to the text they illustrate.

Summary and Conclusions

These usually constitute the last major chapter or division.

REFERENCE MATERIAL

Appendices

1. Appendices contain supplementary or illustrative material or explanatory data too lengthy to be included in the text or not immediately essential to the reader's understanding of the text.
2. Appended material is separated from the main body of the text by a cover sheet bearing the heading APPENDIX or APPENDICES centered without punctuation. This sheet is counted but not numbered.
3. If more than one appendix is needed, the appendices may be divided into APPENDIX A, APPENDIX B, etc. Separate cover sheets for each appendix are not required, although each appendix must begin at the top of a new page. The heading for each appendix is centered without punctuation two inches from the top of the first page. The title of the appendix is centered four spaces below the heading.
4. Each appendix should be listed with its title in the Table of Contents.
5. Tables and figures in the appendices should be numbered, captioned, and listed in the List of Tables and List of Figures. The numbering may continue the series in the body of the material (e.g., Table 14, Figure 16, etc.), or a separate numbering sequence (e.g., Table A1, Figure A3, etc.) may be used.
6. Non-print materials, such as audio or videotapes, or color print materials significant to the thesis or project may be included in an appendix.

Bibliography

1. Any books, articles, or other sources that have been read and used, either in direct quotation or by reference, must be listed in a Bibliography.

2. This section begins with a cover sheet carrying the heading **BIBLIOGRAPHY** centered without punctuation. This page is counted but not numbered.
3. The heading is repeated on the first page of the Bibliography itself centered two inches from the top of the page. The actual listing of sources begins at the left margin four spaces below the heading.
4. The list of sources is single-spaced within each entry and double-spaced between entries.
5. The style manuals recommended on page 2 indicate appropriate formats for bibliographies. Individual departments, schools, or disciplines may have particular formats the student should follow.
6. The Bibliography continues the page numbering sequence which began with the Introduction. The last page of the Bibliography is normally the final page of the thesis or project (unless an Index is made, in which case the page numbering continues through to the last page of the Index).

INDEX

An Index to projects and theses is encouraged in fields in which it is usual and appropriate. School or departmental regulations will specify when an Index is required.

Reference:
University of Pittsburgh Style and Form Manual

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Figure 3. Example of Table of Contents

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2.21 Importance of the problem.	
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4.0 OTHER MAIN HEADING.	
4.1.	
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APPENDIX A.	
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REFERENCES.	

Figure 4. Example of Table of Contents

CHECK LIST FOR THESES/PROJECTS

Students should contact the appropriate office in their school or department for details on the procedures and deadlines for submitting theses and projects.

MASTER'S THESIS OR PROJECT

- **Student must verify that all pages are present, are in correct numerical order, and are right-side up; that all tables and figures are present; that all references cited in the text are listed in the Bibliography.**
- Unbound copy of thesis, including preliminary pages and appendices. Paper: white, 20-pound weight, 8.5 " x 11" size. Margins: 1 and one-half inches on left; 1 inch on other three sides. Print must be fully legible.
- Committee Signature Sheet, including minimally the signature and typed name of the thesis advisor.
- 1 additional copy of the abstract.
- Receipt for binding fee, obtainable at the Cashier's Office after payment of fees. (\$15)
- If personal bound copies are desired, additional receipts and copies submitted with the official copy. (\$15 each)

ADDITIONAL COPIES MAY BE REQUIRED BY YOUR SCHOOL,
DEPARTMENT, OR MAJOR ADVISOR.