

# Thesis Manual

2025-2026



UCM<sup>®</sup>

This manual provides graduate students, thesis chairs, and committee members the information to have a successful thesis experience at UCM. The *Thesis Manual* does not replace any policies stated in the *Graduate Catalog*.

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# SECTION 1

## INTRODUCTION

### 1.1 Purpose of the Thesis

Research is an essential part of graduate education. While all graduate students should become knowledgeable about research in their field of study, thesis students engage in the process of conducting, analyzing, interpreting, and reporting their own personal research. The fulfillment of a thesis requirement is a distinct advantage to students who plan to do additional graduate study or to work in certain fields of employment.

A thesis is the result of research, scholarly, or creative activity that gives evidence of independent, critical, and creative investigation. The thesis demonstrates the ability to define and develop a problem; to understand and synthesize relevant literature; to use appropriate data collection methodology; to analyze and interpret data; and to draw reasonable conclusions based on the investigation that integrated the new knowledge into the discipline. This is different from capstone courses, projects, research papers, or other types of culminating experiences which are not reviewed by the Graduate Studies Office and generally not preserved in the library repository. While still maintaining flexibility within program guidelines, the thesis does bear distinct university standards and requirements as set forth in this manual.

### 1.2 Graduate Student Responsibility

The pursuit of a graduate degree infers a high degree of initiative on the part of the graduate student. Graduate students assume responsibility for engaging in intellectual activities at the graduate level, as well as responsibility for complying with all policies and procedures as set forth in the *Graduate Catalog*, in this manual, and in college, school, and department regulations.

It is the student's responsibility to adhere to the policies and procedures as stated in the *Graduate Catalog* and in this manual.

### 1.3 Academic Honesty and Plagiarism

Academic honesty is a prerequisite for academic achievement; all members of the academic community are expected to act in accordance with this principle. The University recognizes

plagiarism as a serious academic offense. See the *Student Handbook* for details on academic dishonesty.

## **1.4 Course Credit**

Students intending on completing a thesis should initially enroll in their program's graduate research courses, which are listed under disparate course names, and can be taken for various credit hours of graduate credit according to the program. During the initial graduate research course(s) details about the thesis will be discussed; this initial course(s) is typically where the prospectus will be developed in conjunction with the student's thesis committee. The requirements of a thesis prospectus are program specific, but one must be on file with the Graduate Studies (GS) Office prior to conducting research (*see* The Thesis Prospectus, Section 2.2.1).

Various credit hours of graduate credit may be earned by completing a graduate thesis course. However, in the event a thesis-student elects to switch to a non-thesis track any previously completed thesis courses cannot be applied to a non-thesis degree. A student should consult with their thesis advisor/chair or graduate coordinator about enrolling in the thesis course. If a student receives a "U" in the thesis course because they did not finish the thesis, they do not receive a letter grade until the thesis is completed.

A thesis is categorized as a course of an individualized nature and follows the Unfinished Work policy in the *Graduate Catalog*. These courses, as designated by graduate programs, may carry the U grade for up to three calendar years.

Active student status is required in order to maintain access to faculty, advisor support, graduate program guidance, library resources, electronic accounts, university research facilities, and other resources. This may be fulfilled by continuing enrollment in additional credit hours of the course in which they carry a U or any additional graduate-level course as guided by the graduate program coordinator. University faculty and staff shall not work with graduate students in that course in any given semester that they are not currently enrolled. Additionally, if a student fails to enroll in coursework and more than one year has lapsed the student must submit an application for readmission to the program before they may return.

When courses of an individualized nature warrant a grade of U in a course, graduate students have up to three calendar years to finish the requirements and earn a grade unless the instructor sets an earlier deadline. If after three years a grade has not been provided, the U becomes an F.

## SECTION 2

### STEPS IN COMPLETING A THESIS

#### **2.1 Thesis Approval and Acceptance**

The individuals that work with thesis students throughout the process, review, and provide their approval and acceptance are the thesis chair, thesis committee members, school or department chair, and Graduate Studies (GS) Office.

##### ***2.1.1 The Thesis Chair***

The chair of the thesis committee is a faculty member with full graduate faculty status and is the primary mentor throughout the thesis process from beginning to end. They guide the student through each step and are there to answer questions, provide feedback, and point them toward other people and information as needed. They ensure regular communication between all, and that feedback is being provided to the student. They review the final thesis copy and submit their approval to GS via the Thesis Transmittal Form. They also submit the final letter grade for the thesis course. It is expected that the thesis chair will be accessible, responsive, and provide quick turnaround with feedback so as not to delay student progress.

##### ***2.1.2 The Thesis Committee***

Thesis committee members (typically two) are faculty with either full or associate graduate faculty status (or external to UCM as noted below) and provide additional content and/or methodological expertise to support and supplement the thesis chair and the student. They provide feedback on every draft that they receive, participate in the thesis defense, and ensure the final thesis is of high quality. It is expected that thesis committee members will be accessible, and responsive, and provide quick turnaround with feedback so as not to delay student progress. They submit their approval of the final thesis to the thesis chair.

With approval, one of the committee members may be from outside the University, such as a retired faculty member, a faculty member from another university, or a professional from the appropriate field. The appointment of an external committee member is subject to approval by the thesis chair and the Graduate Studies Office. A completed application for an external thesis committee member must be completed before the research is begun in order to have an external member on the thesis committee.

### ***2.1.3 The School or Department Chair***

The school or department chair reviews the defense thesis and provides a quality check to ensure that the research project meets university expectations. It is expected that the school or department chair will be accessible, responsive, and provide quick turnaround with feedback so as not to delay student progress. They may submit their approval of the thesis to the thesis chair or via the Thesis Transmittal Form.

### ***2.1.4 Graduate Studies***

The Graduate Studies (GS) Office provides oversight of the entire thesis process from beginning to end and ensures quality and university-wide consistency. They provide the structure and guidance to all involved and are ultimately responsible for all thesis requirements being met. GS documents submission of the prospectus provides formatting and editing feedback of the defense thesis and checks for the formatting of the final thesis. GS maintains quality control and authorizes approval of the final thesis on the degree audit (completed or not completed). GS is available to answer questions, offers support as needed, and provides timely and immediate feedback.

## **2.2 University Identified Milestones**

While programs determine steps and timelines for the thesis process, there are several overarching milestones that are identified across the entire campus regardless of discipline. These include 1) the prospectus, 2) approval from the Office of Sponsored Programs and Research Integrity, 3) the defense thesis, 4) the defense, and 5) the final thesis and accompanying library publication agreement.

### ***2.2.1 The Thesis Prospectus***

As a matter of best practice and in order to set the groundwork for a successful thesis, all students begin with the development of a prospectus, or a similar type of document as identified by the program. Following acceptance by the thesis chair the student must submit the finished prospectus to GS via the Thesis Transmittal Form. The precise timeline for the completion of the prospectus is determined by the thesis chair and the program. However, at the latest, this needs to be completed prior to conducting research.

The thesis prospectus is a research plan and provides a foundation prior to conducting the actual research. It typically includes a draft abstract, an overview, the start of a literature review, a completion timeline, and a brief methods section. While a template is provided on the GS website, programs may modify prospectus requirements to fit program needs ranging from sections to include, length, or breadth of the document, or even as to what they call it. The student should follow the guidelines as set forth by their thesis chair.

Most programs use the prospectus as a prerequisite for enrollment in the thesis course. Students in programs that have a different process should work with their thesis chair for enrollment assistance.

### **2.2.2 Office of Sponsored Programs and Research Integrity**

All students must work with the Office of Sponsored Programs and Research Integrity (OSPRI) and then submit the appropriate approval letter to GS via the Thesis Transmittal Form. This letter must be sent to GS as soon as it is received by the student and before conducting research.

If the thesis involves human subjects or animals the student must submit the proper forms for the human subjects' review process or to the institutional animal care and use committee. OSPRI review and official approval must be obtained before conducting research.

If the thesis does not involve human subjects or animals the student must submit the Determination of Research (DOR) form. OSPRI review and official approval must be obtained before conducting research. Students may not self-determine.

**Research Involving Human Subjects.** Federal law requires *all research involving human subjects, regardless of the source of funding, must be approved in advance by the Human Subjects Review Committee – Institutional Review Board (IRB)*. The student must complete the appropriate human subject's forms and submit them to the UCM Human Subjects Review Committee. Forms and instructions can be downloaded from the Office of Sponsored Programs and Research Integrity. The University Human Subjects Review Committee meets twice a month during the fall and spring semesters. Application processing time is about 3-4 weeks for Full reviews, less for Expedited and Exempt reviews. Students may begin with the Determination of Research Form.

The research project must be approved by the Human Subjects Review Committee before the research can begin. Also, a copy of the signed approval letter must be included in the Appendix of the thesis. Failure to follow the Human Subjects Review procedure can have serious student and institutional implications with the federal government and will result in the rejection of the thesis and confiscation of any data collected.

**Research Involving Animals.** Federal law requires all research projects involving the use of vertebrate animals to be conducted in such a manner as to ensure humane treatment of the animals. To ensure humane treatment and proper care, *all such projects, regardless of the source of funding, must be approved in advance by the Institutional Animal Care and Use Committee (IACUC)*. Forms and instructions can be obtained from the Office of Sponsored Programs and Research Integrity. The University Institutional Animal Care and Use Committee meets regularly. The minimum application processing time is 3-4 weeks.

Written notice of the Institutional Animal Care and Use Committee's approval of the research protocol must be filed in the Office of Sponsored Programs and Research Integrity before the research begins or any research grant money is distributed. Also, a copy of the signed approval letter must be included in the Appendix of the thesis. Failure to follow the Institutional

Animal Care and Use procedure will result in rejection of the thesis and confiscation of any data collected.

### ***2.2.3 Submission of Defense Thesis***

In order to ensure the successful completion of a thesis, all students must submit the defense thesis to GS via the Thesis Transmittal Form.

A defense is scheduled when the thesis chair believes the thesis is done and it's time for the student to present their findings. The defense thesis is the near-final paper that is 99% complete and only requires minor edits. It is the version that is provided to the thesis committee members and the school or department chair before the defense. To ensure a complete approach to thesis review, quality assurance, and proper formatting, GS will provide feedback on this paper. For easier editing, it is preferred that this be submitted in Microsoft Word format.

After GS reviews the thesis, a copy with suggested corrections will be sent back to the student and thesis chair for final editing.

### ***2.2.4 The Thesis Defense***

The thesis defense is a two-part process involving a public defense and a committee examination. The public defense is typically a one-hour presentation that is advertised and open to the public that includes a questions and answer component. The committee examination is typically an oral examination centered around your thesis topic and is always conducted by your approved thesis committee. Your thesis chair will work with you and let you know when you are ready to defend.

A thesis defense must be scheduled with your committee and completed before your degree will be conferred. The thesis committee then votes on whether or not to accept the thesis.

### ***2.2.5 Submission of Final Thesis***

In order to finalize the successful completion of a thesis, GS is the last step and requires all students to submit two items via the Thesis Transmittal Form: submission of the final copy of the thesis, and the library publication agreement.

This final version must be clear of errors and strictly follow the thesis manual formatting guidelines. It is the final version approved by the thesis chair, thesis committee, and the school or department chair.

Along with the thesis is the library publication agreement for inclusion in the library's digital repository. The sharing and dissemination of findings is an important part of the research process.

The corrected final thesis, with the accompanying library publication agreement, should be submitted to GS via the Transmittal Form. GS will notify the student, thesis committee chair, school or department, and registrar of final approval.

If GS finds that additional corrections are needed it will be sent back to the student as many times as necessary. Please be aware that if multiple revisions and resubmissions are required to correct mistakes this may draw out the process and possibly degree completion. Students have up to 7 days after the end of the semester in order to submit corrections. If the thesis is not completed and approved by that point, GS will continue to work with the student on revisions and graduation may be moved to the next semester.

### **2.3 Copyright Permission for Included Works**

If the thesis work contains any material that requires written permission, the student agrees to obtain such permission from the copyright proprietor prior to publication. Any copyrighted materials included in the thesis must be accompanied by a letter from the copyright holder granting permission to the author to reproduce the material as part of the thesis. This permission must also be noted at the bottom of the page as “Used with permission of (name of publisher.)” Most publishers require this notation.

All quotations must indicate the source of the material using the correct citation format for the discipline.

A common potential copyright infringement is the use of standardized tests. Some publishers readily grant permission to include standardized tests and scales. The Educational Testing Service (ETS) and McGraw-Hill are generally cooperative in this regard. In all cases, the researcher (the student) has the responsibility to contact publishers and secure permissions.

When a researcher (the student) has devised a new test as part of her/his project, clear notification of the novelty of the test is required.

### **2.4 Thesis Ownership and Copyrighting**

A student’s thesis is automatically copyrighted, and the student will maintain ownership unless the student requests a formal transfer of the copyright. A student does not need to register the copyright unless the student desires a public record of the copyright. Copyright information can be found at the U.S. Copyright Office.

The thesis need not display the copyright symbol (©); however, should the student wish to add the copyright symbol, the unnumbered copyright page must be added immediately following the Thesis Title Page.

Please note the Digital Repository Archive Agreement provides the University non-exclusive rights to reproduce and distribute a thesis in electronic format. Please read the archive agreement thoroughly.

## **2.5 Inclusion into UCM JCKL Digital Repository**

Graduate Studies, in collaboration with the James C. Kirkpatrick Library (JCKL), is responsible for the electronic submission and storage of electronic theses. Once a thesis has been approved, it will automatically be submitted to the JCKL Digital Repository on the student's behalf; no changes are allowed to the document following this submission. Students have the right to request an embargo be placed upon the thesis in accordance with the Embargo Procedure. While all theses will automatically be submitted, non-thesis research papers are not required to be submitted to the digital repository or GS. However, all graduate research papers are eligible for inclusion in the repository on an elective basis. Graduate research papers can be formatted in various styles but must use the standard cover page to be included in the repository. Please contact GS for assistance with the process.

The electronic file may include embedded files and hyperlinks but is not required. Embedded files, wherever possible, must use standard file formats (e.g., bmp, jpg, gif, tif, mpeg, wav, or mp3). In the interest of preserving the integrity of a thesis, the student, in consultation with their thesis advisor, must ensure the stability and availability of critical data.

## **2.6 Thesis Binding**

UCM does not require students to supply hardbound copies of their thesis to their program, Graduate Studies, or the JCKL. However, students who wish to have their thesis bound for their own use may directly contact several companies that provide such services, some of which are listed below:

- acmebinding.com
- book1one.com
- houchenbindery.com
- thesisondemand.com

## SECTION 3

### RESOURCES FOR COMPLETING A THESIS

#### 3.1 Help with Writing a Thesis

Graduate Studies staff can answer any questions regarding thesis requirements and procedures. Thesis and writing resources may be found on the GS website.

A student should be in frequent contact with their thesis advisor and thesis committee. It is typical to need numerous drafts of a thesis manuscript, so a student will need to provide their thesis committee members with plenty of lead time to read the work and provide feedback prior to major committee meetings (thesis proposal, thesis defense). A student should be open-minded about accepting constructive criticism; remember the goal is to complete an excellent thesis.

The UCM Writing Center and library staff hold workshops and accept appointments to help students with key elements of a thesis including developing an approach to a literature review, citation management, and general writing style and flow. The Writing Center staff will not write a thesis for a student, but they can help a student learn how to write more effectively and how to produce a correctly formatted thesis.

The library staff can also help students locate relevant resources for writing a thesis. Students likely will need to request access to some items through Inter-Library Loan services.

While students are encouraged to use their available contacts for proofreading and critical review, it is the student's sole responsibility to write their own thesis. Submitting another person's work as their own constitutes a violation of UCM's Academic Honesty policy. Students may not garner extensive assistance from a friend or colleague to write sections of their thesis. If a student has questions regarding the amount of support, they may attain from another person to complete the thesis, please consult with a staff member in the Writing Center, Library Staff, or GS.

<b>Resources and Contact Information</b>	
	<b>Graduate Studies</b>
	Ward Edwards 1900 gradstudies@ucmo.edu (660) 543-4729 <a href="https://www.ucmo.edu/offices/graduate-studies/thesis-and-writing-resources/index.php">https://www.ucmo.edu/offices/graduate-studies/thesis-and-writing-resources/index.php</a>
	<b>Library Research</b>
	JCK Library (660) 543-4154 <a href="mailto:library.ucmo.edu">library.ucmo.edu</a>
	<b>Office of Sponsored Programs and Research Integrity</b>
	Ward Edwards 1900 <a href="mailto:osp@ucmo.edu">osp@ucmo.edu</a> (660) 543-4264 <a href="http://www.ucmo.edu/osp">www.ucmo.edu/osp</a>
	<b>Writing Center</b>
	JCK Library 1250 (660) 543-4367 <a href="http://www.ucmo.edu/offices/learning-commons/writing-center">www.ucmo.edu/offices/learning-commons/writing-center</a>

## **3.2 Financial Support**

### **Research Funding**

#### ***Graduate Research Funds***

A student's research can go a long way with Graduate Research Funds. These scholarships help to fund graduate work and elevate student's work by providing them with access to rare materials and costly equipment. Research funds provide students the opportunity to build a reputation as committed scholars and forge the connections needed to generate more opportunities once their degrees are completed. Applications for Graduate Student Scholarly Research Funds can be found on the GS website.

#### ***Graduate Student Travel Award***

The GS Office offers graduate travel awards to students who present or perform original work generated at UCM. This aid provides financial assistance for students looking to showcase their work and build networking and presentation skills. Students are encouraged to apply as soon as they are accepted to present/perform. Applications for student travel are accepted throughout the year. Applications for the Graduate Student Scholarly Travel Fund can be found on the GS website.

#### ***Office of Sponsored Programs and Research Integrity***

The Office of Sponsored Programs and Research Integrity can help students locate information and apply for grants to support their research. A student may need to apply for a grant well in advance of conducting their research.

#### ***Academic School/Department/Program***

Some academic departments or graduate programs provide funding to support a student's thesis completion. Please contact the graduate program coordinator or department chair to inquire.

### 3.3 Suggested Timeline for Completing the Thesis

Completing a thesis is a time-consuming process. Students should use the suggested timeline below throughout the thesis process and to avoid a delay in graduation. It is highly recommended to select a thesis advisor before starting (or very early into) a student's graduate program and some programs require this to be accepted into the program. *Work closely with your thesis chair as program specific timelines may vary.*

<b>Typical Task Schedule</b>	
Semester 1	<p>Enroll in research methods course per program requirements.</p>
Semester 2	<p>Enroll in second/advanced graduate research course and/or first thesis hours where applicable per program requirements.</p> <p>During this semester you will typically:</p> <ul style="list-style-type: none"> <li>• Appoint the full thesis committee</li> <li>• Finalize a topic</li> <li>• Write and submit your prospectus to GS</li> <li>• Obtain DOR and/or IRB/IACUC approval from OSPRI and submit to GS</li> <li>• Write the first draft of the introduction, literature review, and methodology</li> </ul>
Semester 3 and Beyond if Necessary	<p>Enroll in thesis course per program requirements and continue working for as many semesters as needed if necessary.</p> <p>During this semester you will typically:</p> <ul style="list-style-type: none"> <li>• Conduct research</li> <li>• Write findings and conclusion</li> <li>• Schedule the date, time, and location for the thesis defense</li> <li>• Submit Defense Thesis to Committee, School or Department, and GS</li> <li>• Present your Defense</li> <li>• Complete the Final Thesis and submit it to GS with the accompanying Library Release Form</li> </ul>

# SECTION 4

## FORMAT

UCM utilizes a standard format for the preliminary pages of the thesis (i.e., all pages up to the start of Chapter 1) that will be rigorously reviewed for compliance with formatting guidelines set forth in this manual. However, beginning with Chapter 1, we recognize that discipline-specific formatting takes precedence. At all times the formatting of all chapters of a thesis should remain consistent and model a suggested style guide or peer-reviewed journal in the discipline.

### **4.1 Use of Proper Style Manual**

Each graduate degree program has selected a required writing style manual to be used for the main body of the manuscript. Many of these style manuals are kept in inventory at the UCM Bookstore; the others can be ordered through the Bookstore. The manuals are also available in the James C. Kirkpatrick Library or online.

### **4.2 Consistency of Formatting**

Students must use consistent formatting throughout the thesis. For example, the title on the title page and abstract page must be identical. Similarly, the formatting of headings and subheadings must remain consistent throughout the manuscript. For example, if a chapter is divided into four sections and the heading for the first section is centered in uppercase and lowercase letters, the remaining three sections of that chapter and additional chapters must be centered in uppercase and lowercase letters. Follow the same formatting conventions for all chapters. Consult the appropriate style manual for suggested formatting of headings and subheadings, in-text citation, and the work cited sections. However, upon approval of a thesis committee, formatting consistent with peer-review journals in the discipline may be utilized.

### 4.3 List of Approved Style Manuals

DEGREE PROGRAM	STYLE MANUAL*
Accountancy	APA
Aviation Safety	APA
Biology	Biology journals
Career and Technology Education	APA
CIS and Information Technology	APA
Communication	APA
Criminal Justice	APA
Curriculum and Instruction	APA
Elementary and Early Childhood Education	APA
Educational Technology	APA
English	MLA
Environmental Studies	CBE
History	Turabian
Industrial Hygiene	APA
Industrial Management	APA
Kinesiology	APA
Learning Resources	MLA
Library Science and Information Services	APA
Literacy Education	APA
Mathematics	AMS
Music	Turabian
Occupational Safety Management	APA
Professional Counseling	APA
Psychology	APA
Social Gerontology	APA and ASA
Sociology	ASA
Teaching	APA
Technology	APA
Speech Language Pathology	APA
Teaching English as a Second Language	APA
Technology and Occupational Education	APA
Theatre	MLA

#### 4.4 Bibliography of Style Manuals

American Mathematical Society. (1990). *A manual for authors of mathematical papers (Rev. ed.)*. Providence, RI: American Mathematical Society.

American Psychological Association. (2020). *Publication manual of the American psychological association (7th ed.)*. Washington, DC: American Psychological Association.

American Sociological Association. (2019). *American sociological association style guide (6th ed.)*. Washington, DC: American Sociological Association.

Modern Language Association. (2016). *MLA handbook (8th ed.)*. New York: The Modern Language Association of America.

Turabian, K.L. (2018). *A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers (9th ed.)*. Chicago, IL: University of Chicago.

University of Chicago Press. (2017). *Chicago manual of style (17th ed.)*. Chicago, IL: University of Chicago.

## **4.5 Use of Boldface, Underlining, and Italics**

Check the style manual in the discipline for guidelines concerning the use of boldface type, italics, and underlining. These should be used judiciously and consistently throughout the manuscript.

## **4.6 Margins, Spacing, and Justification**

The margins, including page numbers, must be 1 inch at the top, bottom, left and right side of the page. These margins apply to the entire document except the title pages. Page numbers must also be inside these margins. The chapters of the thesis must be double-spaced and left-justified.

## **4.7 Widows and Orphans**

A widow is a single line of text from the beginning of a paragraph at the bottom of a page. An orphan is a single line of text from the end of a paragraph at the top of a page. All widows and orphans must be removed from the thesis manuscript.

## **4.8 Preliminary Pages**

Please see examples of preliminary pages included in this manual. Preliminary pages must be formatted exactly like the examples. The formatting of these pages takes precedence over the style manual used for the discipline.

## **4.9 Abstract**

The abstract is a concise, carefully composed summary of the contents of the thesis. It should define the problem, describe the research method or design, and report the results and conclusions. The abstract may not include tables, figures, plates, subheadings, or references. The word count for the abstract should be less than **250** words unless otherwise directed by the thesis chair.

## **4.10 Chapters and Subheadings**

The number of chapters, chapter titles, and subheadings within chapters should be chosen to present the material in a logical and comprehensible manner. Consult with the thesis chair when selecting chapter titles and subheadings for each chapter. Typically, a thesis will include introductory material, a review of relevant literature, a description of the methodology, a summary and representation of the results, discussion of the impact and limitations of the research, and conclusions that place the thesis findings into the discipline.

## **4.11 Bibliography/References/Works Cited**

The thesis must contain documentation for all sources cited in-text. This documentation takes the form of the Bibliography, References, or Works Cited, depending on the writing style used in the discipline. Typically, only sources that are cited in-text should be included in this section. This section of the paper always begins on a new page.

## **4.12 Tables, Figures, and Plates**

Tables are information presented in tabular form (rows and columns) and should not include any artwork or graphics. Figures are illustrations including artwork or graphics, such as graphs, charts, maps, or drawings. Plates are photographs. Each of these should be placed in the manuscript immediately after the table, figure, or plate is first mentioned in the text. Each plate should be on a separate page. A table or figure may be included on a page with text if it can remain in one piece; otherwise, the table or figure should be placed on the following page. Tables, figures, and plates should each be numbered in order of their appearance in the manuscript (e.g., Table 1, Table 2; Figure 1, Figure 2; Plate 1, Plate 2).

Check the style manual for proper formatting for a table or figure but remain consistent throughout the thesis. Tables should be formatted with clear labels for the rows and columns. Figures should be designed to communicate information quickly and clearly. All figures, tables, and plates should include descriptions that allow them to be comprehended as stand-alone elements.

## **4.13 Appendices**

One or more appendices may be included for material that would detract from the flow of the manuscript, but that is relevant to the thesis. For example, if the thesis required any form of research approval, the approval letter must be included in the appendix section of the thesis. Other examples include large data sets, computer programs, surveys, and stimulus materials. If only one appendix is included, it should be headed with the word APPENDIX in capital letters, centered at the top of the page. When multiple appendices are included, they should be labeled in alphabetical order according to when they are mentioned in the text (e.g., APPENDIX A, APPENDIX B). Each appendix must be mentioned at least once in the text of the manuscript. Page numbering for appendices is the same as it is for chapters in the main body of the manuscript (see Page Numbers section). When an appendix requires more than one page, the heading for the appendix should be on the first page only.

## **4.14 Acknowledgments**

An Acknowledgments page may be included immediately before the Table of Contents. Acknowledgments must be made of any grants that supported the research.

## 4.15 Page Numbers

Preliminary pages from the Thesis Abstract Title Page through the Acknowledgments should not have page numbers printed on them. However, the pages must be counted (using Roman numerals) for use on the Table of Contents, List of Tables, List of Figures, and/or List of Plates pages. For example, the Thesis Abstract Title Page is page i and the Thesis Abstract is page ii, but those numbers are for counting purposes only; they are not actually printed on the page.

Preliminary pages starting with the Table of Contents must have lowercase Roman numerals centered at the bottom. Remember to start counting those Roman numerals with the Thesis Abstract Title Page. For example, if the manuscript had six preliminary pages up to and including the Acknowledgments, the Table of Contents would be the seventh page, so it would have the Roman numeral vii at the bottom.

The first page of Chapter 1 should be labeled as page 1. The page numbers may be either at the top right of each page or centered on the bottom (check the writing style manual). If the page numbers are at the top right of the page, they must be one inch from the right edge of the page and one inch below the top edge of the page. If the page numbers are at the bottom, they must be one inch from the bottom edge of the page. See the table below for a summary of the page numbering rules.

## 4.16 Order of Pages

The table below indicates the correct order of pages as well as correct page numbering. Some pages are required for any UCM thesis; other pages are optional and should be included as needed. If the thesis does not have one or more of the pages listed below, simply continue sequentially numbering the pages. If the thesis does not have tables, figures, or plates, there will not be a list for them.

Page or Section	Numbering
Thesis Abstract Title Page	Roman numeral i, but not printed on page
Thesis Abstract	Roman numeral ii, but not printed on page
Thesis Title Page	Roman numeral iii, but not printed on page
Copyright Page	Roman numeral iv, but not printed on page
Thesis Approval Page	Roman numeral v, but not printed on page
Acknowledgments	Roman numeral vi, but not printed on page
Table of Contents	Roman numeral vii, bottom center
List of Tables (if needed)	Roman numeral viii, bottom center
List of Figures (if needed)	Roman numeral ix, bottom center
List of Plates (if needed)	Roman numeral x, bottom center
Main Body (Chapters)	Start with page 1, bottom center, or top right
Bibliography/References/ Works Cited	Continue from chapters
Appendix or Appendices	Continue from References

## SECTION 5

### EXAMPLES OF PROPERLY FORMATTED PAGES

#### **Examples of Properly Formatted Pages**

Thesis Abstract Title Page

Thesis Abstract

Thesis Title Page

Copyright Page

Thesis Approval Page

Acknowledgments

Table of Contents

List of Tables

List of Figures

List of Plates

Chapter Formatting

Bibliography/References/Works Cited

Appendix A

Appendix B

## How to Format the Thesis Abstract Title Page

- Set all margins (top, left, bottom, and right) to 1”
- Start title two inches down from the top of page (approximately 5 single-spaced returns)
- Title must be centered, single-spaced, and in all caps; use the inverted pyramid for longer titles
- Title must be in identical layout on Thesis Abstract Title Page, Thesis Title Page, and Thesis Approval Page
- All text must be centered
- No page number visible
- Follow the wording and formatting on the example page precisely, replacing text for your specific information (title, name, degree, school, and date of degree/thesis completion)
- Example on next page. *Note: Border on example pages is purely for visual appearance in this manual. You will not use borders in your actual thesis.*

THE EFFECTS OF TAPE RECORDED TESTING  
FOR COLLEGE STUDENTS WITH  
AND WITHOUT LEARNING  
DISABILITIES

by

Dale A. Booth

An Abstract  
of a thesis submitted in partial fulfillment  
of the requirements for the degree of  
Master of Science  
in the Department of Nutrition, Kinesiology, and Health  
University of Central Missouri

December, 20XX

## How to Format the Thesis Abstract

- Start the title in all caps one inch down from the top of page
- Double-space
- Add an extra return following the name
- Do not indent
- No page number visible
- Example on next page

ABSTRACT

by

Dale A. Booth

The abstract is limited to 250 words (approximately one short page). The abstract should define the problem, describe the research method or design, and report the results and conclusions. The abstract may not include tables, figures, plates, subheadings, or references.

## How to Format the Thesis Title Page

- Set all margins (top, left, bottom, and right) to 1”
- Start title two inches down from the top of page (approximately 5 single-spaced returns)
- Title must be centered, single-spaced, and in all caps; use inverted pyramid for longer titles
- Title must be in identical layout on Thesis Abstract Title Page, Thesis Title Page, and Thesis Approval Page
- All text must be centered
- No page number visible
- Follow the wording and formatting on the example page precisely, replacing text for your specific information (title, name, degree, school, and date of degree/thesis completion)

THE EFFECTS OF TAPE RECORDED TESTING  
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A Thesis  
presented in partial fulfillment  
of the requirements for the degree of  
Master of Science  
in the Department of Nutrition, Kinesiology, and Health  
University of Central Missouri

December, 20XX

## How to Format the Copyright Page

- This page is optional
- Double-space
- Center at the bottom of page
- No page number visible
- Example on next page

© 20XX

Dale A. Booth

ALL RIGHTS RESERVED

## How to Format the Thesis Approval Page

- Start the title two inches down from the top of page
- Use the identical layout of the title on the Thesis Abstract Title Page, Thesis Title Page, and Thesis Approval Page
- The date listed should indicate the month and year of completion of the thesis and should match the date listed on the Thesis Abstract Title Page and the Thesis Title Page
- Type names of thesis chair, thesis committee members, and school chair
- Additional committee name lines may be added if needed
- Single-space UNIVERSITY OF CENTRAL MISSOURI and WARRENSBURG, MISSOURI at the bottom of the page
- No page number visible
- Example on next page

THE EFFECTS OF TAPE RECORDED TESTING  
FOR COLLEGE STUDENTS WITH  
AND WITHOUT LEARNING  
DISABILITIES

by

Dale A. Booth

December, 20XX

APPROVED:

Thesis Chair: [insert committee chair name here]

Thesis Committee Member: [insert committee member name here]

Thesis Committee Member: [insert committee member name here]

ACCEPTED:

Chair, Department of Nutrition, Kinesiology, and Health: [insert chair name here]

Vice Provost for Academic Programs, Dean of Graduate Studies & Research: Dr. Tim Crowley

UNIVERSITY OF CENTRAL MISSOURI  
WARRENSBURG, MISSOURI

## **How to Format the Acknowledgments Page**

- This page is optional
- Title should be one inch from the top of the page and in all caps
- Center heading
- Double-space
- Indent each paragraph
- No page number visible
- Example on next page

## ACKNOWLEDGMENTS

This research was supported by a Willard North Research Award. I thank John Doe for assistance in collecting the data. I also thank my thesis committee for their helpful guidance.

## How to Format the Table of Contents

- The heading should be in all caps, one inch from the top of the page, and centered
- Double-space, except the chapter titles and subheadings of more than one line should be single-spaced
- Number page with lowercase Roman numeral, centered and one inch from the bottom of the page in the font and same style and size as used throughout the paper
- This example has the Roman numeral vii because it is the seventh page, including all the preliminary pages before it in these sample pages (**Remember to start counting from the very first page, the Thesis Abstract Title Page**)
- Use capital letters for chapter titles
- The chapter titles, chapter numbers, and subheadings for each chapter may vary from thesis to thesis
- Chapter titles and subheadings should reflect the actual titles and headings in the thesis
- Page numbers for each chapter/section must be right aligned using appropriate tab stop with leader dots
- Include the appropriate IRB or IACUC approval letter as an appendix item
- The Table of Contents may require more than one page
- Example on next page

## TABLE OF CONTENTS

	Page
LIST OF TABLES.....	vii
LIST OF FIGURES .....	xi
LIST OF PLATES .....	x
CHAPTER 1: NATURE AND SCOPE OF THE STUDY.....	1
Purpose of Study .....	2
Thesis of the Study.....	2
Definition of Terms.....	3
Procedural Overview .....	5
CHAPTER 2: REVIEW OF LITERATURE.....	7
CHAPTER 3: METHODOLOGY .....	30
Participants.....	30
Materials and Design .....	31
Procedure .....	33
CHAPTER 4: RESULTS.....	40
CHAPTER 5: DISCUSSION.....	60
REFERENCES .....	65
APPENDICES	
A. Demographic Survey .....	67
B. Human Subjects Approval .....	68

## How to Format a List of Tables

- The heading should be all caps, one inch from the top of the page
- Number with lowercase Roman numeral, centered and one inch from the bottom of the page
- This example has the Roman numeral viii because it is the eighth page, including all of the preliminary pages in this sample before it (**Remember to start counting from the very first page, the Thesis Abstract Title Page**)
- Descriptions should be as brief as possible. A length of no more than two lines for each table description is recommended. Descriptions of more than one line should be single-spaced.
- Page numbers for each table must be right aligned using appropriate tab stop with leader dots
- Example on next page

## LIST OF TABLES

Table	Page
1. Counterbalancing of Tests .....	34
2. Descriptive Statistics for Nelson-Denny Reading Rate .....	41
3. One-Way Between Subjects Analysis of Variance Summary Table for Nelson-Denny Total Scores .....	45

## How to Format a List of Figures

- The heading should be all caps, one inch from the top of the page
- Number with lowercase Roman numeral, centered and one inch from the bottom of the page
- This example has the Roman numeral ix because it is the ninth page of this sample, including all the preliminary pages before it (**Remember to start counting from the very first page, the Thesis Abstract Title Page**)
- Descriptions should be as brief as possible. A length of no more than two lines for each figure description is recommended. Descriptions of more than one line should be single-spaced.
- Page numbers for each figure must be right aligned using appropriate tab stop with leader dots
- Example on next page

## LIST OF FIGURES

Figure	Page
1. Mean Nelson-Denny Total Scores by Testing Condition and Learning Disability Status.....	42
2. Mean Nelson-Denny Comprehension Scores by Testing Condition and Learning Disability Status.....	45

## How to Format a List of Plates

- The heading should be all caps, one inch from the top of the page
- Number with lowercase Roman numeral, centered and one inch from the bottom of the page
- This example has the Roman numeral x because it is the tenth page in this sample, including all the preliminary pages before it (**Remember to start counting from the very first page, the Thesis Abstract Title Page**)
- Descriptions should be as brief as possible. A length of no more than two lines for each plate description is recommended. Descriptions of more than one line should be single-spaced.
- Page numbers for each plate must be right aligned using appropriate tab stop with leader dots
- Example on next page

## LIST OF PLATES

Plate	Page
1. Administration of a Taped Test to a Student .....	17
2. Layout of Testing Rooms in the Office of Accessibility Services.....	25

## Chapter Formatting

- Each chapter must start on a new page
- The first page of Chapter 1 is page 1; number pages continuously after that
- The page number may be either at the top right of the page (header) or centered at the bottom (footer)
- Use the same font style and size for page numbers and headers/footers as used in the text
- The chapter title should be centered, single-spaced, no bold, and in all caps; use an inverted pyramid for longer chapter titles
- The title of the chapter must match the title listed in the Table of Contents
- Add an extra return following the chapter title
- Double-space and left-justify the text
- Consult the style manual for the discipline on whether a short title should be included next to the page number; the example is consistent with the APA format
- Example on next page

CHAPTER 1  
NATURE AND SCOPE OF  
THE STUDY

The initial chapter of a thesis is typically used to provide a general introduction and rationale for the thesis. The thesis should be written under the assumption the reader has a general knowledge of research methods in the area, but no specific knowledge of the research done for the thesis. Therefore, it is important to clearly explain the nature and scope of the study even though the student and the thesis committee will already have a good understanding of the thesis research.

## Chapter Formatting: Continuing Pages

- After the first page of each chapter, simply continue the chapter text on following pages; the chapter title should be on the first page of the chapter only
- Double-space and left-justify the text
- Continue page numbering the same way as done for the first page of the chapter; include the short title (Running Head) with the page number if the discipline uses APA format
- Check the style manual for the discipline on rules about positioning of subheadings within chapters
- Example on next page

## Tape Recorded Testing 2

After the initial page of a chapter, simply continue the text of the chapter on the following pages. Do not repeat the chapter title on every page. Use appropriate subheadings, check with the style manual for the discipline on the format for subheadings. Be consistent with formatting (line spacing, tabs, subheadings, etc.) throughout the thesis.

## **How to Format the References/Bibliography/Works Cited Section**

- Continue the page numbering from the end of the last chapter
- The heading should be all caps, centered, and one inch below the top of the page
- Use consistent punctuation throughout the reference section
- **Check the style manual for the proper formatting and to determine if the bibliographical information should be referred to as a References, Bibliography, or Works Cited**

## REFERENCES

Follow the style manual for proper formatting.

Use consistent punctuation throughout the reference section.

## How to Format an Appendix

- Continue page numbering from the Bibliography/References/Works Cited section
- The heading should be in all caps, centered, single-spaced, and begin one inch below the top of the page
- If there is only one appendix, the heading should be APPENDIX. If there are multiple appendices, they should be labeled in alphabetical order according to when they are mentioned in the text. Thus, the first appendix mentioned in the text would be APPENDIX A, and the second appendix mentioned in the text would be APPENDIX B, etc.
- Each appendix must have a descriptive title, centered under the heading
- Example on next page

APPENDIX A  
DEMOGRAPHIC SURVEY

Participant # \_\_\_\_\_ Age \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Racial/Ethnic Background

Black (not Hispanic)       Asian or Pacific Islanders       Hispanic  
 White (not Hispanic)       American Indian or Alaskan Native

Have you ever taken or been exposed to the Nelson-Denny Reading Test before? YES / NO

If yes, please explain \_\_\_\_\_

Have you ever been diagnosed with a Learning Disability?      YES / NO

If yes, please explain when, where, and by who \_\_\_\_\_

Have you ever been diagnosed, believed to have had, or been told you have a reading problem or reading speed problem caused by any of the following: a head injury, spinal cord injury, any kind of injury caused by drugs/medication, or a medical condition?      YES / NO

*If yes, please explain and be specific* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX B  
HUMAN SUBJECTS APPROVAL

Jan Doe  
WDE 1900  
UCM

Dear Jane Doe,

Your research project, “xxxx” was approved by the Human Subjects Review Committee on June 25, 20XX. This approval is valid through June 25, 20XX. Your informed consent form has also been approved until June 25, 20XX.

Please use copies of the approved, stamped informed consent form in your research. Any modifications to the consent form must be approved in advance by the committee. You may not use the consent form past the stamped expiration date.

Please note that you are required to notify the committee in writing of any changes in your research project and that you may not implement changes without prior approval of the committee. You must also notify the committee in writing of any change in the nature or the status of the risks of participating in this research project.

Should any adverse events occur in the course of your research (such as harm to a research participant), you must notify the committee in writing immediately. In the case of any adverse event, you are required to stop the research immediately unless stopping the research would cause more harm to the participants than continuing with it.

At the conclusion of your project, you will need to submit a completed Project Status Form to this office. You must also submit the Project Status Form if you wish to continue your research project beyond its initial expiration date.

If you have any questions, please feel free to contact me.

Sincerely,

Tom Mot, Ph.D.  
Research Compliance Officer

Approved Co-Investigators: Doogie Howser

## CHECKLIST FOR THESIS CHAIRS

In addition to ensuring the thesis represents a substantial scholarly contribution in the discipline, please check the thesis for the following before approving it.

- Appropriate approval was obtained in advance of collecting data from the Office of Sponsored Programs and Research Integrity whether the research used human participants, animals, or neither. The signed approval letter is included in the thesis Appendix.
- Copyright permission is attached for any copyrighted material included in the thesis.
- All required preliminary pages are included and formatted correctly.
- Grammar, spelling, and punctuation are correct.
- The thesis is in the correct style for the discipline (e.g., APA, MLA). Note the Thesis Manual takes precedence over the style manual for the discipline.
- All works cited in the text have corresponding entries in the References, Bibliography, or Works Cited section.
- Chapter titles, headings, and subheadings in the table of contents match the titles and headings that are in the body of the thesis.
- If any tables, figures, or plates are included, the appropriate list of tables, figures, and/or plates is included as a preliminary page, with correct page numbers. Titles of the tables/figures/plates match the titles in the list.
- Students have electronically submitted prospectus, defense thesis, and final thesis to Graduate Studies. Also includes DOR and/or IRB/IACUC approval letters and library publication agreement.
- The thesis chair notifies the Graduate Studies Office of final thesis approval. Submits thesis grade via MyCentral.

## Changelog

2025-26

1. List of Approved Style Manuals updated
2. Minor edit for clarity

2024-25

1. Minor edits for clarity

2023-24

2. Edits to update office and contact information
3. Minor edits for clarity

2022-23

1. Minor edits to update office and contact information
2. Minor edits for clarity

2021-22

1. Minor edits to update office locations and contact information
2. Minor edits for clarity

2020-21

1. Clarification: the format and structure of the prospectus is defined by the program.
2. Change in prospectus due date: The precise due date to submit to GER is determined by the program.
3. Change in DOR/IRB/IACUC due date: The university still requires obtaining approval prior to conducting research. However, the precise due date to submit approval letter to GER is defined by the program. Therefore, the appropriate DOR/IRB/IACUC letter should be submitted to GER upon approval by OSPRI.
4. Change in thesis enrollment: Enrollment in thesis hours is determined by the program. Those programs retaining the use of the thesis attribute by GER will submit a thesis course revision to add the prospectus submission to GER as a prerequisite. Those programs not retaining this prerequisite will identify their own process for managing thesis enrollment.
5. 1.4 Course Credit updated to reflect new Unfinished Work policy per the Graduate Catalog.



