This handbook is intended to provide the information you need to have a successful thesis experience at UCM. The Thesis Manual does not replace any policies stated in the Graduate Catalog. Reviewed and updated May 2014.
FREQUENTLY ASKED QUESTIONS

When do I use the formatting from my style manual (such as APA) and when do I use the formatting from the Thesis Manual?
Rules in the Thesis Manual take precedence over your style manual. Follow the examples and instructions in the Thesis Manual for the preliminary pages such as the title page and table of contents.

All formatting NOT specified in the Thesis Manual should follow your style manual. Some of the areas to follow your style manual include levels of headings within the thesis, the References/Works Cited section, how to cite references in text (including numerous authors), location of the page numbers in the body of the thesis, and layout and labeling of tables/figures/graphs/plates.

Can I follow the formatting of theses on file in our department and/or the library?
Do not follow the formatting of previously published theses. The formatting can change from year to year. Style manuals can also change from time to time.

Does the Graduate School review my thesis for grammatical and formatting errors?
No, the academic department is responsible for reviewing the thesis for any errors.
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INTRODUCTION

Purpose of the Thesis

Research is an essential part of graduate education. All graduate students should become knowledgeable about research in their particular fields of study and should 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 methodology; to analyze and interpret data; and to draw reasonable conclusions based on the investigation.

Graduate Student Responsibility

Admission to graduate studies and graduate programs at Central and the pursuit of a graduate degree presume a 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 and departmental regulations.

Requirements will not be waived, and exceptions will not be granted because of ignorance of policies, requirements, or procedures for graduate study at Central. The responsibility to adhere to the policies and procedures as stated in the Graduate Catalog and in this manual lies with the student.

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 Planner/Handbook for details on academic dishonesty.
STEPS IN COMPLETING A THESIS

Appointment of the Thesis Committee

Unless other college and departmental procedures are in place, your graduate advisor will work with you to select your committee. The chair of your thesis committee is your thesis advisor. The thesis advisor must be a full member of the Graduate Faculty at Central.

In addition to the thesis advisor, a minimum of two additional faculty members will be appointed to the committee. One of the members may be from another department. The committee members must be associate or full members of the Graduate Faculty at Central.

The only exception to this is that 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 external committee member may not serve as chair of the thesis committee. Appointment of an external committee member is subject to approval by the Department Chair, the College Dean, and the Director of Graduate Studies. An application must be approved by Graduate Studies before the thesis is begun in order to have an external member on the thesis committee (see page 49).

Course Credit

Three to six semester hours of graduate credit may be earned by completing a thesis. Check with your thesis advisor about enrolling in the thesis course. If you receive a U in the thesis course because you did not finish the thesis in the semester you enrolled, you should not re-enroll in the thesis class again the next semester. Instead, your thesis advisor will remove the U when you finish the thesis.

Help with Writing a Thesis

Graduate Studies staff can answer any questions you have about UCM thesis requirements and procedures. A thesis workshop video can be found at http://www.ucmo.edu/graduate/current/manual.cfm.

You should be in frequent contact with your thesis advisor and thesis committee. Typically, numerous drafts are needed, and you will need to provide your thesis committee members with plenty of time to read your work and provide feedback. You should be open-minded about accepting constructive criticism; remember that the goal is to complete an excellent thesis.

The Writing Center also can be of considerable assistance. The Writing Center staff will not write your thesis for you, but they can help you learn how to write more effectively and how to produce a thesis that is formatted correctly.

The Library staff can help you locate relevant resources for your thesis. You may need to order some items through Inter-Library Loan.
<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Studies</td>
<td>Graduate Studies</td>
</tr>
<tr>
<td>Ward Edwards 1800</td>
<td><a href="mailto:gradinfo@ucmo.edu">gradinfo@ucmo.edu</a></td>
</tr>
<tr>
<td></td>
<td>(660) 543-4621</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ucmo.edu/graduate">www.ucmo.edu/graduate</a></td>
</tr>
<tr>
<td>Library Reference Desk</td>
<td>(660) 543-4154</td>
</tr>
<tr>
<td>JCKL 2175</td>
<td>library.ucmo.edu</td>
</tr>
<tr>
<td>Copyright and Fair Use at UCM</td>
<td>(660) 543-8379</td>
</tr>
<tr>
<td>JCKL 2464</td>
<td>library.ucmo.edu/copyright</td>
</tr>
<tr>
<td>Office of Sponsored Programs and Research</td>
<td>(660) 543-4264</td>
</tr>
<tr>
<td>Integrity Administration Building 203</td>
<td><a href="http://www.ucmo.edu/osp">www.ucmo.edu/osp</a></td>
</tr>
<tr>
<td>Writing – Student Success Center</td>
<td>(660) 543-4367</td>
</tr>
<tr>
<td>JCKL Third Floor</td>
<td><a href="http://ucmo.edu/ae/writing/">http://ucmo.edu/ae/writing/</a></td>
</tr>
</tbody>
</table>

Financial Support

The *Willard North Research Award for Graduate Students* is named in honor of Dr. "Will" North, who devoted many years to fostering research activities at the University. The awards, available to students in all disciplines, are supported by the Willard North Endowment Fund, which is part of the UCM Foundation. Because of Dr. North's professional involvement in teaching Psychology and Counselor Education, applications from students in those disciplines are especially encouraged. Usually, proposed projects should be considered joint student/faculty research or student thesis development. Application information can be found at [http://www.ucmo.edu/osp/documents/IGP_Manual_000.pdf](http://www.ucmo.edu/osp/documents/IGP_Manual_000.pdf), or contact the Office of Sponsored Programs and Research Integrity (660) 543-4264 for more information.

The Office of Sponsored Programs and Research Integrity also can help you locate information and apply for grants to support your research. You may need to apply for a grant well in advance of conducting your research.

The Thesis Prospectus

Your department may require that you submit a thesis prospectus and have it approved by your thesis committee before proceeding with the collection of data. The thesis prospectus generally includes *an abstract, a rationale and overview of the research, a literature review, and a methods chapter*. Check with your thesis advisor to determine the specific requirements in your department.
Research Involving Human Subjects

Federal law requires that *all research involving human subjects, regardless of the source of funding, must be approved in advance by the Human Subjects Review Committee.* You must complete the appropriate human subjects forms and submit them to the Human Subjects Review Committee. Forms and instructions can be downloaded from the Human Subjects Protection Program website (www.ucmo.edu/hs). The University Human Subjects Review Committee meets twice a month during the fall and spring semesters. Approval must be requested well in advance of the anticipated beginning date of the research.

*The project must be approved by the Human Subjects Review Committee before the research can begin. Also, a copy of the signed approval memo must be submitted with the Transmittal Form and Publication Agreement Form to Graduate Studies (including it as an Appendix meets this requirement). Failure to follow the Human Subjects Review procedure will result in rejection of the thesis by Graduate Studies and confiscation of any data collected.*

Research Involving Animals

Federal law requires that all research projects involving the use of selected mammals and birds 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.* 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. Approval must be requested well in advance of the anticipated beginning date of the research.

*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 can begin. Also, a copy of the signed approval memo must be submitted with the Transmittal Form and Publication Agreement Form to Graduate Studies. Failure to follow the Institutional Animal Care and Use procedure will result in rejection of the thesis by Graduate Studies and confiscation of any data collected.*

Copyright Permission

The author warrants that should the work contain any material which requires written permission, the author 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.

Brief quotations from another source do not require copyright permissions. For very long quotes, copyright permission must be obtained. All quotations must indicate the source of the material using the correct citation format for your discipline.

The most 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 and McGraw-Hill are cooperative in this regard. In all cases, however, the researcher has the responsibility to contact publishers, secure permissions.

When a researcher has devised a new test as part of her/his project, clear notification in the text is required.
Copyrighting Your Thesis

Your thesis is automatically copyrighted. Until formal transfer of the copyright, you are the owner. You do not need to register the copyright unless you desire a public record of the copyright. Copyright information can be found at the U.S. Copyright Office website, [http://www.copyright.gov/](http://www.copyright.gov/).

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

Please note that the Publication Agreement you sign with UCM gives them non-exclusive rights to reproduce and distribute your thesis in electronic format. Please read the publishing agreement thoroughly.

The Thesis Defense

Before submitting the thesis to the department chair for approval, a thesis defense must be scheduled and completed. During the thesis defense, the thesis committee may ask questions concerning any aspect of the thesis. The thesis committee then votes on whether or not to accept the thesis. The thesis committee may recommend changes in the thesis before approving it. The signatures of the thesis committee members on the Transmittal Form indicate that the thesis is of sufficient quality in content, writing, and format (see the checklist for thesis advisors on page 55). Once the thesis is approved, the thesis committee members sign the Transmittal Form, and the entire thesis is submitted to the department chair for approval.

Final Submission to Graduate Studies

Upon final approval of the thesis by the thesis committee and department chair, you must submit electronically the thesis and submit paper/hard copies of the completed Transmittal Form, Publication Agreement Form and copies of approved Human Subjects Review form or notice of the Institutional Animal Care and Use Committee’s approval. In order to allow sufficient time for review, the manuscript should be submitted to Graduate Studies at least three weeks prior to the last day of classes.

Graduate Studies will check the manuscript for: compliance with Human Subjects Review requirements and compliance with Animal Care and Use requirements. The thesis chair should submit the approved thesis as a PDF file to Graduate Studies (blawrence@ucmo.edu).

Inclusion into UCM CENTRALspace Repository

Graduate Studies, in collaboration with the JCKL Library will be responsible to create and maintain a system for the electronic submission and storage of electronic theses. Once a thesis has been approved and submitted to the JCKL Library, no changes are allowed to the document.

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

Completing a thesis is a time-consuming process. A thesis cannot be rushed through at the last minute. Use the timeline below to plan work on your thesis and to avoid a delay in graduation.

<table>
<thead>
<tr>
<th>Task</th>
<th>Suggested Completion Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of Topic</td>
<td>Semester 1</td>
<td>Discuss with advisor</td>
</tr>
<tr>
<td>View the Graduate Studies Thesis Workshop Video</td>
<td>Semester 1</td>
<td><a href="http://www.ucmo.edu/graduate/current/manual.cfm">http://www.ucmo.edu/graduate/current/manual.cfm</a></td>
</tr>
<tr>
<td>Appointment of Thesis Committee</td>
<td>Semester 2</td>
<td>Work with graduate advisor</td>
</tr>
<tr>
<td>Draft Thesis Prospectus</td>
<td>Semester 2</td>
<td>Work with thesis committee chair</td>
</tr>
<tr>
<td>Obtain Human Subjects or Animal Use approval</td>
<td>Semester 3</td>
<td>Obtain forms from Office of Sponsored Programs and Research Integrity; must be completed and filed before data collection can begin</td>
</tr>
<tr>
<td>Approval of Prospectus by Thesis Committee</td>
<td>Semester 3</td>
<td>Typically requires numerous drafts</td>
</tr>
<tr>
<td>Enroll in Thesis Course</td>
<td>Semester 3</td>
<td>Check departmental requirements</td>
</tr>
<tr>
<td>Complete Thesis Manuscript; Copies to Thesis Committee</td>
<td>Ten Weeks Before Graduation</td>
<td>Typically requires revisions; work with Writing Center</td>
</tr>
<tr>
<td>Schedule Thesis Defense</td>
<td>Nine Weeks Before Graduation</td>
<td>Allow plenty of time for committee members to read the thesis</td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>Seven Weeks Before Graduation</td>
<td>Review your thesis manuscript</td>
</tr>
<tr>
<td>Approval by Department Chair and Thesis Committee</td>
<td>Six Weeks Before Graduation</td>
<td>Revisions may be required</td>
</tr>
<tr>
<td>Submit manuscript (PDF file from the thesis chair), transmittal form and publication agreement to Graduate Studies</td>
<td>Ten Weeks Before Graduation</td>
<td><strong>DEADLINE 5 p.m. on the Friday of finals week</strong></td>
</tr>
</tbody>
</table>
FORMAT

Use of Proper Style Manual

Each graduate degree program has selected a 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. These manuals are also available in the James C. Kirkpatrick Library (see page 12).

*This thesis manual takes precedence over any style manual.* All formatting not specified in this thesis manual should follow the guidelines set forth in the selected style manual. Do not copy formatting from old theses; guidelines have changed. Manuscripts submitted with outdated formatting will not be accepted.

Consistency of Formatting

You must use consistent formatting throughout the thesis. For example, the title on your title page and abstract page must be identical. Similarly, subheadings must be used in the same way 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 must be centered in uppercase and lowercase letters. Follow the same formatting conventions for all chapters. Consult the appropriate style manual for proper use of headings and subheadings.
<table>
<thead>
<tr>
<th>DEGREE PROGRAM</th>
<th>STYLE MANUAL*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>APA</td>
</tr>
<tr>
<td>Aviation Safety</td>
<td>APA</td>
</tr>
<tr>
<td>Biology</td>
<td>CBE</td>
</tr>
<tr>
<td>Career and Technology Education</td>
<td>APA</td>
</tr>
<tr>
<td>CIS and Information Technology</td>
<td>APA</td>
</tr>
<tr>
<td>Communication</td>
<td>APA</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>APA</td>
</tr>
<tr>
<td>Curriculum and Instruction</td>
<td>APA</td>
</tr>
<tr>
<td>Elementary and Early Childhood Education</td>
<td>APA</td>
</tr>
<tr>
<td>Educational Technology</td>
<td>APA</td>
</tr>
<tr>
<td>English</td>
<td>MLA</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>CBE</td>
</tr>
<tr>
<td>History</td>
<td>Turabian</td>
</tr>
<tr>
<td>Industrial Hygiene</td>
<td>APA</td>
</tr>
<tr>
<td>Industrial Management</td>
<td>APA</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>APA</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>MLA</td>
</tr>
<tr>
<td>Library Science and Information Services</td>
<td>MLA</td>
</tr>
<tr>
<td>Literacy Education</td>
<td>APA</td>
</tr>
<tr>
<td>Mathematics</td>
<td>AMS</td>
</tr>
<tr>
<td>Music</td>
<td>Turabian</td>
</tr>
<tr>
<td>Occupational Safety Management</td>
<td>APA</td>
</tr>
<tr>
<td>Professional Counseling</td>
<td>APA</td>
</tr>
<tr>
<td>Psychology</td>
<td>APA</td>
</tr>
<tr>
<td>Social Gerontology</td>
<td>APA and ASA</td>
</tr>
<tr>
<td>Sociology</td>
<td>ASA</td>
</tr>
<tr>
<td>Teaching</td>
<td>APA</td>
</tr>
<tr>
<td>Technology</td>
<td>APA</td>
</tr>
<tr>
<td>Speech Language Pathology</td>
<td>APA</td>
</tr>
<tr>
<td>Teaching English as a Second Language</td>
<td>APA</td>
</tr>
<tr>
<td>Technology and Occupational Education</td>
<td>APA</td>
</tr>
<tr>
<td>Theatre</td>
<td>MLA</td>
</tr>
</tbody>
</table>

*For all programs that use APA format, the 6th edition of the APA Publication Manual must be followed.
Bibliography of Style Manuals

QA42 M36 1990 (Circulation 3rd floor)

BF 76.7 P83 2010 (Reserves; Reference Desk; Circulation 3rd Floor)

HM 569 A54 2010 (Circulation 3rd Floor: Reference Desk)

Ref QH304 C33 1994 (Reference Desk)

LB2369 G53 2009 (Reserves; Reference Desk, Reference)

PN147 .G444 2008 (Circulation 3rd floor) Ref PN147 .G444 2008 (Reference Desk)

LB 2369 T8 2013 (Reserves)

Ref Z253 U69 2010 (Reference Desk, Reference, Harmon Computer Commons)
Use of Boldface, Underlining, and Italics

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

Margins, Spacing, and Justification

The margins, including page numbers, must be 1 inch at the top, bottom, left and right side of the page. In other words, you must have 1 inch of blank space at the top, right, left, and bottom of the page. These margins apply to the entire document, including the preliminary pages. Page numbers must also be inside these margins. The body of the thesis must be double-spaced and left-justified.

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. Your word processing software may have an option to eliminate widows and orphans automatically.

Preliminary Pages

Please see examples of preliminary pages included in this manual (beginning on page 18). Your preliminary pages must be formatted exactly like the examples. The formatting of these pages takes precedence over the style manual used for your discipline.

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 Thesis Abstract Title Page and Thesis Abstract Pages or Research Paper Title and Abstract pages are placed in front of the Thesis Title Page in each copy of the thesis. In addition, a copy of the Thesis Abstract Title Page and Thesis Abstract should be given to the graduate advisor.

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 your thesis committee 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, results, discussion of the limitations of the research, and conclusions.
Bibliography/References/Works Cited

The thesis must contain documentation for all sources cited in the text. This documentation takes the form of the Bibliography, References, or Works Cited, depending on the writing style used in your discipline. Each source that is mentioned in the text of the thesis must be documented. This section of the paper always begins on a new page.

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 a separate page. Tables, figures, and plates should each be numbered in order of their placement in the manuscript (e.g., Table 1, Table 2; Figure 1, Figure 2; Plate 1, Plate 2).

Check your style manual for proper formatting for a table or figure. Tables should be formatted with clear labels for the rows and columns. Figures should be designed to communicate information quickly and clearly.

Appendices

One or more appendices may be included for material which would detract from the flow of the manuscript, but which is relevant to the thesis. 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 on page 15). When an appendix requires more than one page, the heading for the appendix should be on the first page only.

Acknowledgments

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

Page Numbers

Preliminary pages from the Thesis Abstract Title Page through the Acknowledgments should not have page numbers printed on them. However, you need to count those pages so that you will know what page numbers to 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 you 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 your 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.

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.

<table>
<thead>
<tr>
<th>Page or Section</th>
<th>Required</th>
<th>Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Abstract Title Page</td>
<td>☑️</td>
<td>Roman numeral i, but not printed on page</td>
</tr>
<tr>
<td>Thesis Abstract</td>
<td>☑️</td>
<td>Roman numeral ii, but not printed on page</td>
</tr>
<tr>
<td>Thesis Title Page</td>
<td>☑️</td>
<td>Roman numeral iii, but not printed on page</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>☑️</td>
<td>Roman numeral iv, but not printed on page</td>
</tr>
<tr>
<td>Thesis Approval Page</td>
<td>☑️</td>
<td>Continue counting but not printing</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>☑️</td>
<td>Continue counting but not printing</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>☑️</td>
<td>Roman numeral, bottom center</td>
</tr>
<tr>
<td>List of Tables</td>
<td>☑️</td>
<td>Roman numeral, bottom center</td>
</tr>
<tr>
<td>List of Figures</td>
<td>☑️</td>
<td>Roman numeral, bottom center</td>
</tr>
<tr>
<td>List of Plates</td>
<td>☑️</td>
<td>Roman numeral, bottom center</td>
</tr>
<tr>
<td>Main Body (Chapters)</td>
<td>☑️</td>
<td>Start with page 1, bottom center or top right</td>
</tr>
<tr>
<td>Bibliography/References/</td>
<td>☑️</td>
<td>Continue from chapters</td>
</tr>
<tr>
<td>Works Cited</td>
<td>☑️</td>
<td></td>
</tr>
<tr>
<td>Appendix or Appendices</td>
<td>☑️</td>
<td>Continue</td>
</tr>
</tbody>
</table>

*List required if tables, figures, and/or plates are included in the thesis.
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

✓ Start title two inches down from top of page.
✓ Use inverted pyramid for longer titles.
✓ Put title in all caps.
✓ The date listed at the bottom should indicate the date of completion of the thesis.
✓ Center within margins.
✓ Double-space typed lines, except title and description of abstract submitted.
✓ No page number.

EXAMPLE
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 Psychology
University of Central Missouri

September, 2014
How to Format the Thesis Abstract

✓ Start title two inches down from top of page.
✓ Double-space.
✓ No page number.
✓ Do not indent.

EXAMPLE
ABSTRACT

by

Dale A. Booth

The abstract is limited to 150 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

✓ Start title two inches down from top of page.
✓ Use inverted pyramid for longer titles.
✓ Put title in all caps.
✓ The date listed at the bottom should indicate the date of completion of the thesis.
✓ Center within margins.
✓ Double-space typed lines, except title and description of thesis submitted.
✓ No page number.

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

by

Dale A. Booth

A Thesis
presented in partial fulfillment
of the requirements for the degree of
Master of Science
in the Department of Psychology
University of Central Missouri

September, 2014
How to Format the Copyright Page

✓ This page is optional.
✓ Double-space.
✓ Center near bottom of page.
✓ No page number.

EXAMPLE
How to Format the Thesis Approval Page

✓ Start title two inches down from top of page.
✓ Use inverted pyramid for longer titles.
✓ Put title in all caps.
✓ The date listed should indicate the date of completion of the thesis.
✓ Double-space typed lines, except title and UNIVERSITY OF CENTRAL MISSOURI WARRENSBURG, MISSOURI at the bottom of the page.
✓ Additional committee name lines may be added if needed.
✓ No page number.

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

by

Dale A. Booth

September, 2014

APPROVED:

Thesis Chair: [insert the name of your committee chair here]

Thesis Committee Member: [insert the name of your committee member here]

Thesis Committee Member: [insert the name of your committee member here]

ACCEPTED:

Chair, Department of Psychology: [insert the name of your committee department chair here]

UNIVERSITY OF CENTRAL MISSOURI
WARRENSBURG, MISSOURI
How to Format the Acknowledgments Page

✓ Title should be one inch from the top of the page.
✓ This page is optional.
✓ Center heading within margins.
✓ Double-space.
✓ Indent each paragraph.
✓ No page number.

EXAMPLE
ACKNOWLEDGMENTS

This research was supported by a Willard North Research Award. I would like to thank John Doe for assistance in collecting the data. I would also like to thank my thesis committee for their helpful guidance.
How to Format the Table of Contents

✓ The heading should be one inch from the top of the page.
✓ Double-space, except that chapter titles and subheadings of more than one line should be single-spaced.
✓ Number with lowercase Roman numeral, centered and one inch from the bottom of the page.
✓ This example has the Roman numeral vii because it is the seventh page, including all of the preliminary pages before it. (Remember to start counting from the very first page, the Thesis Abstract Title Page.)
✓ Use capital letters for chapter titles.
✓ The chapter titles and subheadings for each chapter will vary from thesis to thesis.
✓ Chapter titles and subheadings should reflect the actual titles and headings in the thesis.
✓ The Table of Contents may require more than one page.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>List</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIST OF TABLES</td>
<td>viii</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>ix</td>
</tr>
<tr>
<td>LIST OF PLATES</td>
<td>x</td>
</tr>
<tr>
<td>CHAPTER 1: NATURE AND SCOPE OF THE STUDY</td>
<td>1</td>
</tr>
<tr>
<td>Purpose of Study</td>
<td>2</td>
</tr>
<tr>
<td>Thesis of the Study</td>
<td>4</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>5</td>
</tr>
<tr>
<td>Procedural Overview</td>
<td>6</td>
</tr>
<tr>
<td>CHAPTER 2: REVIEW OF LITERATURE</td>
<td>7</td>
</tr>
<tr>
<td>CHAPTER 3: METHODOLOGY</td>
<td>30</td>
</tr>
<tr>
<td>Participants</td>
<td>30</td>
</tr>
<tr>
<td>Materials and Design</td>
<td>31</td>
</tr>
<tr>
<td>Procedure</td>
<td>33</td>
</tr>
<tr>
<td>CHAPTER 4: RESULTS</td>
<td>40</td>
</tr>
<tr>
<td>CHAPTER 5: DISCUSSION</td>
<td>60</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>65</td>
</tr>
<tr>
<td>APPENDICES</td>
<td></td>
</tr>
<tr>
<td>A. Demographic Survey</td>
<td>67</td>
</tr>
<tr>
<td>B. List of Service Delivery Responses by State, City, and Type of Institution</td>
<td>68</td>
</tr>
</tbody>
</table>
How to Format a List of Tables

✓ The heading should be 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 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.

EXAMPLE
<table>
<thead>
<tr>
<th>Table</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Counterbalancing of Tests</td>
<td>34</td>
</tr>
<tr>
<td>2. Descriptive Statistics for Nelson-Denny Reading Rate</td>
<td>41</td>
</tr>
<tr>
<td>3. One-Way Between Subjects Analysis of Variance Summary Table</td>
<td>43</td>
</tr>
<tr>
<td>for Nelson-Denny Total Scores</td>
<td></td>
</tr>
</tbody>
</table>
How to Format a List of Figures

✓ The heading should be 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, including all of 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.

EXAMPLE
# LIST OF FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mean Nelson-Denny Total Scores by Testing Condition and Learning Disability Status</td>
<td>42</td>
</tr>
<tr>
<td>2. Mean Nelson-Denny Comprehension Scores by Testing Condition and Learning Disability Status</td>
<td>45</td>
</tr>
</tbody>
</table>
How to Format a List of Plates

✓ The heading should be 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, including all of 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.

EXAMPLE
# LIST OF PLATES

<table>
<thead>
<tr>
<th>Plate</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Administration of a Taped Test to a Student</td>
<td>17</td>
</tr>
<tr>
<td>2.</td>
<td>Layout of Testing Rooms in the Office of Accessibility Services</td>
<td>25</td>
</tr>
</tbody>
</table>
The page number may be either at the top right of the page or centered at the bottom; in either case it must be one inch from the edge of the page. Be consistent about where the page number is placed.

If your page numbers are at the top of the page, leave two blank lines between the page number and the title. If your page numbers are at the bottom of the page, start the title one inch from the top of the page.

The title of the chapter must match the title listed in the Table of Contents.

Center the title within the margins; use an inverted pyramid for a longer title.

The chapter title should be in all caps.

The text should begin on the third line below the title.

Double-space and left-justify the text.

The first page of Chapter 1 is page 1; number pages continuously after that.

Each chapter must start on a new page.

Consult the style manual for your discipline on whether a short title should be included next to the page number. The example is consistent with APA format.
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 that the reader has a general knowledge of research methods in the area but no specific knowledge of the research done for your thesis. Therefore, it is important to clearly explain the nature and scope of your study even though you and your thesis committee will already have a good understanding of your 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 you did for the first page of the chapter. Include the short title with the page number if your discipline uses APA format.
✓ Check the style manual for your discipline on rules about positioning of subheadings within chapters.

EXAMPLE
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 your 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 centered within the margins. It should be one inch below the top of the page (if page numbers are at the bottom) or two lines below the page number (if page numbers are at the top).
✓ Use consistent punctuation throughout the reference section.
✓ **Check your style manual for the proper formatting and to determine if your bibliographical information should be referred to as a Reference, Bibliography, or Works Cited.**

EXAMPLE
REFERENCES

Follow your 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.
- The heading should be centered within the margins. It should be one inch below the top of the page (if page numbers are at the bottom) or two lines below the page number (if page numbers are at the top).
- 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.
- Each appendix must have a descriptive title, centered under the heading.

EXAMPLE
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

June 25, 2014

Jan Doe
1802 WDE
UCM

Dear Dr. Doe,

Your research project, “xxxx” was approved by the Human Subjects Review Committee on May 25, 2010. This approval is valid through May 25, 2012. Your informed consent form has also been approved until May 25, 2012.

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,

Janice Putnam, Ph.D.
Associate Dean of Graduate Studies
putnam@ucmo.edu
Approved Co-Investigators: John Doe
TRANSMITTAL FORM

Student Name: _______________________________________________

Graduate Degree Program: _______________________________________________

Thesis Completion Date: _______________________________________________

Thesis Title: _______________________________________________

_______________________________________________

IRB/IACUC required: □ Yes □ No
IRB/IACUC approval memo is to be included with the Transmittal Form.

Print Name of Committee Chair    Chair Signature

Print Name of Committee Member    Committee Signature

Print Name of Committee Member    Committee Signature

Print Name of Committee Member    Committee Signature

Print Name of Committee Member    Committee Signature

DEPARTMENTAL APPROVAL:

_______________________________________________

Signature of Department Chair
PUBLICATION AGREEMENT

Author Name: _______________________________________________________________________

Street Address: _____________________________________________________________________

City and State (or Province): _________________________________________________________

Postal or Zip Code, Country: _________________________________________________________

Title of Work: _____________________________________________________________________

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      others, which may arise from the publication of the work.

3) **Warranty:** The author warrants that the work is the product of his or her original effort,
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   expense, settlement, judgment, interest, and penalty, including legal expenses and
   reasonable attorneys’ fees, (a) arising out of any breach or alleged breach of any of the
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AUTHOR:

Signature: _____________________________________________________

Print Name: ___________________________________________________

E-mail: _______________________________________________________

Date: ______________________________________________________

University of Central Missouri
CENTRALspace Repository
Warrensburg, MO  64093   USA

BY: _________________________________________________________

Signature: ___________________________________________________

Date: _______________________________
APPLICATION FOR AN EXTERNAL THESIS COMMITTEE MEMBER

Student Name ____________________________________________________________

Graduate Program ________________________________________________________

Thesis Title ______________________________________________________________

Projected Date of Completion _____________________________________________

_______________________________________________________________________

Name of Committee Chair Department

_______________________________________________________________________

Name of Central Committee Member Department

_______________________________________________________________________

Name of External Committee Member Affiliation

Please attach the following:
1. A paragraph explaining the need for the external committee member.
2. The external committee member’s curriculum vitae (CV).

_______________________________________________________________________

Student Signature Date

_______________________________________________________________________

Department Chair Signature Date

_______________________________________________________________________

College Dean Signature Date

_______________________________________________________________________

Director of Graduate Studies Signature Date
CHECKLIST FOR THESIS ADVISORS

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

☐ If the thesis includes research with human participants, approval was obtained from the Human Subjects Review Committee in advance of collecting the data, and the signed approval memo is included with the Transmittal Form.

☐ If the thesis includes research with non-human animals (including selected mammals and birds), approval was obtained from the Institutional Animal Care and Use Committee in advance of collecting the data, and the signed approval memo is included with the Transmittal Form.

☐ 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 that 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.

☐ Submit approved thesis as a PDF file to Graduate Studies (blawrence@ucmo.edu).

Graduate Studies
Ward Edwards 1800
University of Central Missouri
Warrensburg, MO 64093

(660) 543-4621
gradinfo@ucmo.edu
www.ucmo.edu/graduate