

# Thesis Manual

2019-2020



# UCM<sup>®</sup>

LEARNING TO A GREATER DEGREE

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. All graduate students should become knowledgeable about research in their field of study, while 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.

### 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 and school regulations.

Requirements will not be waived, and exceptions will not be granted because of ignorance of policies, requirements, or procedures for graduate study at UCM. 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 (i.e., 1, 2, 3, or 6 credit hours) according to the program. During the initial graduate research course(s) details about the thesis prospectus will be discussed; this initial course(s) is ideally where the prospectus should 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 Education & Research Office to enroll in a program thesis course (*see* The Thesis Prospectus, Section 2.3).

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 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 in the semester they are enrolled, the student should *not* re-enroll in the thesis class again the next semester. Instead, the thesis advisor will replace the "U" when the thesis is complete.

# SECTION 2

## STEPS IN COMPLETING A THESIS

### 2.1 The Thesis Chair

The chair of the thesis committee is a program 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 towards 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 Graduate Education and Research via the Thesis Transmittal Form. They also submit the final letter grade for the thesis course and notification of successful thesis defense to the registrar. It is expected that the thesis chair will be accessible and provide immediate feedback (daily responses to queries excluding weekends and 7 - 10 days for a full draft review) so as not to delay student progress.

### 2.2 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 provide timely feedback on each draft or query (7 - 10 days) so as not to delay student progress. They may submit their approval of the final thesis via the Thesis Transmittal Form. If not submitted, their approval is implicit and given 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. Appointment of an external committee member is subject to approval by the Thesis Chair and the Director of Graduate Education & Research. A completed [application](#) for an external thesis committee member must be completed before the thesis is begun in order to have an external member on the thesis committee.

## 2.3 The School Chair

The school 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 chair will provide timely feedback on the defense thesis (7 - 10 days) so as not to delay student progress. If no feedback is provided within this time frame approval is implicit as is. They may submit their approval of the thesis via the Thesis Transmittal Form. If not submitted, their approval is implicit and given to the thesis chair.

## 2.4 Graduate Education & Research

The Graduate Education and Research (GER) office provides oversight of the entire thesis process from beginning to end and ensures quality and university wide consistency. They provide the structure and the guidance to all involved and are ultimately responsible for all thesis requirements being met. GER approves students to enroll in thesis hours after they submit their prospectus, reviews the defense thesis, and reviews and authorizes approval of the final thesis on the degree audit (completed or not completed) regardless of the grade the thesis chair enters. Quality of theses is identified as Outcome 4, Measure 4.1 of our Higher Learning Commission co-curricular assessment plan. GER is available to answer questions and offers support as needed and provides timely and immediate feedback (daily responses to queries and 7 - 10 days for a full paper review).

## 2.5 The Thesis Prospectus

### *Due prior to the enrollment in thesis hours*

In order to set the groundwork for a successful thesis, Graduate Education & Research ensures all students begin with two tasks: the development of a prospectus and initial contact with IRB/IACUC.

The thesis prospectus is a detailed plan on what the student wishes to research. It typically includes a draft abstract, overview, literature review, and methods section. The prospectus serves as the official agreement between the student and the thesis committee. The prospectus must be approved by the thesis committee and then submitted to Graduate Education & Research.

The determination of research begins the human subject review process. The student should complete the [Determination of Research](#) form with the Office of Sponsored Programs & Research Integrity (OSPRI). OSPRI will indicate via a response letter if an IRB/IACUC application will be needed, and if so how to proceed to obtain approval before collecting data.

The prospectus and OSPRI Determination of Research response letter should be submitted to Graduate Education & Research via the [Transmittal Form](#). Graduate Education & Research will then allow students to enroll in thesis hours.



## 2.6 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. The typical application processing time is 3-4 weeks for Full reviews, less for Expedited and Exempt reviews. Students will 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 institution implications with the federal government and will result in rejection of the thesis and confiscation of any data collected.*

## 2.7 Research Involving Animals

Federal law requires all research projects involving the use of vertebrate animals 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 typical 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.*

## 2.8 Submission of Defense Thesis

*Due by 5 p.m. on the Monday before finals week of the semester you want to graduate*

In order to ensure the successful completion of a thesis, Graduate Education & Research ensures all students complete two tasks immediately prior to the defense: submission of the defense thesis and documentation that IRB/IACUC policies were properly followed.

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 thesis committee members and the school chair before the defense. To ensure a complete approach to thesis review, quality

assurance, and proper formatting, Graduate Education & Research will provide feedback after the defense date has been scheduled.

Per federal guidelines and for documentation that proper research protocol was followed, students will also submit the approval letter from the Office of Sponsored Programs & Research Integrity (see IRB/IACUC forms) which would have been obtained prior to conducting the research. (Where applicable. If the thesis did not require IRB/IACUC approval, then the Determination of Research letter will suffice.)

The defense thesis, with the IRB/IACUC approval letter, should be submitted to Graduate Education & Research via the [Transmittal Form](#). After Graduate Education & Research reviews the thesis, a copy with suggested corrections will be sent back to the student and committee members for final editing.

## 2.9 The Thesis Defense

*Due by 5 p.m. on the Friday before finals week of the semester you want to graduate*

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.

## 2.10 Submission of Final Thesis

*Due by 12 noon on the last day of finals week of the semester you want to graduate*

In order to finalize the successful completion of a thesis, Graduate Education & Research is the last step and ensures all students complete two tasks: submission of the final copy of the thesis, which requires our approval, and the library release form.

Following the defense, a final copy (pdf) approved by your thesis chair and incorporating all revisions, corrections, and feedback from the thesis committee and school chair must be submitted to Graduate Education & Research for university review, approval, and degree clearance. This final version must be clear of errors and strictly follow the thesis manual formatting guidelines.

Along with the thesis is the library [Electronic Thesis / Research Paper \(ETRP\) Release Form](#) for inclusion in the library digital repository. The sharing and dissemination of findings is an important part of the research process.

The corrected final thesis, with accompanying library release form, should be submitted to Graduate Education & Research via the [Transmittal Form](#). Graduate Education & Research will notify the student, thesis committee chair, school, and registrar of final approval.

If Graduate Education & Research 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, we will continue to work with you on revisions and your graduation will be moved to the next semester.

## **2.11 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.

## **2.12 Thesis Ownership and Copyrighting**

A student’s thesis is automatically copyrighted, and the student will maintain ownership unless the student requests 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.

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

Graduate Education & Research, 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 Graduate Education & Research. 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 Graduate Education & Research for assistance with the process.

The electronic file may include embedded files and hyperlinks but are 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.

### **2.14 Thesis Binding**

UCM does not require students to supply hardbound copies of their thesis to their program, Graduate Studies, or the JCKL. However, the JCKL offers binding services for students who desire a hardbound copy of their thesis. If a student wishes to have a thesis bound, contact the JCKL for binding options and costs associated with that process.

# SECTION 3

## RESOURCES FOR COMPLETING A THESIS

### 3.1 Help with Writing a Thesis

Graduate Education & Research staff can answer any questions regarding thesis requirements and procedures. Thesis and writing resources may be found at

<https://www.ucmo.edu/offices/graduate-education-and-research/thesis-and-writing-resources/index.php>

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 accepts 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 Graduate Education & Research.

Resource	Contact Information
Graduate Education & Research  Ward Edwards 1900	ger@ucmo.edu (660) 543-4729 <a href="https://www.ucmo.edu/offices/graduate-education-and-research">https://www.ucmo.edu/offices/graduate-education-and-research</a>
Library Research  JCK Library	Janette Klein <a href="mailto:jklein@ucmo.edu">jklein@ucmo.edu</a>
Office of Sponsored Programs and Research Integrity  Administration Building 315	osp@ucmo.edu (660) 543-4264 <a href="http://www.ucmo.edu/osp">www.ucmo.edu/osp</a>
Writing Center  JCK Library 3160	(660) 543-4367 <a href="https://www.ucmo.edu/offices/learning-commons/writing-center">https://www.ucmo.edu/offices/learning-commons/writing-center</a>

## 3.2 Financial Support

### 1. 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 a Graduate Research Funds can be found at <https://www.ucmo.edu/offices/graduate-education-and-research/research-funding-and-support/index.php>

#### *Graduate Student Travel Award*

The Graduate Education & Research 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. GER offers funds up to \$300 for state/regional events and up to \$600 for national/international.

Students are encouraged to apply as soon as they are accepted to present/perform. Applications for student travel are accepted throughout the year. Please send all completed applications to [ger@ucmo.edu](mailto:ger@ucmo.edu). Applications for the Travel Award can be

found at <https://www.ucmo.edu/offices/graduate-education-and-research/research-funding-and-support/index.php>

***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.

**2. Graduate Scholarships and Awards**

The [Willard North Research Award for Graduate Students](#) is named in honor of Dr. Willard "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.

The [Reid Hemphill Outstanding Graduate Student Scholarship](#) is available through the University of Central Missouri Foundation for a student pursuing a graduate degree at UCM. This scholarship is made possible by way of gifts from Reid Hemphill and from Ralph and Miriam Hemphill Curran, Don and Nancy Hemphill and friends and colleagues in memory of Dr. Reid Hemphill.

For additional information on scholarships and awards, visit [MoCents](#), the University's online scholarship system.

UCM also offers a variety of [Graduate Assistant](#) positions on campus to qualified graduate students. Stipends and scholarships for the assistance vary according to the assignment. The work performed as a graduate assistant is designed to enhance the student's professional development and experience in their field of study.

### 3.3 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.

<b>Task</b>	<b>Suggested Completion Date</b>	<b>Notes</b>
Selection of Topic	Semester 1	Discuss with thesis advisor
Appointment of Thesis Committee	Semester 1	Work with graduate thesis advisor
Draft and Finalize Thesis Prospectus as part of a Graduate Research Course	Semester 1 or 2	Work with graduate thesis advisor; submit to Thesis Committee, submit to Graduate Education & Research
Obtain Human Subjects or Animal Use approval	Semester 2	Obtain forms from Office of Sponsored Programs and Research Integrity; must be completed and approved before data collection can begin
Enroll in Second/Advanced Graduate Research Course	Semester 2 or 3	Check program requirements
Enroll in Thesis Course	Semester 3 or 4	Work with thesis committee
Revise and edit	Final Semester	Requires multiple drafts; work with available resources as needed
Schedule Thesis Defense	Six Weeks Before Graduation	Allow adequate time for committee members to read the thesis
Submit Defense Thesis to Committee, School, and GER	Deadline by Monday before Finals Week	GER will conduct a formatting review and provide feedback.
Thesis Defense	Deadline by Friday before Finals Week	Incorporate feedback from defense and GER to then prepare the Final Thesis
Submit Final Thesis to GER	Deadline by end of Finals Week	GER will submit the thesis to the Library to be added to the JCKL Digital Repository



# 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 the 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

<b>DEGREE PROGRAM</b>	<b>STYLE MANUAL*</b>
Accountancy	APA
Aviation Safety	APA
Biology	CBE
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	MLA
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

\*For all programs that use APA format, the 6<sup>th</sup> edition (2<sup>nd</sup> printing or above) of the APA Publication Manual must be followed.

#### 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. Word processing software may have an option to eliminate widows and orphans automatically.

#### **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. For UCM theses, the maximum word count for the abstract is **150** words.

#### **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.

<b>Page or Section</b>	<b>Numbering</b>
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

- Start title two inches down from top of page.
- Use inverted pyramid for longer titles.
- Title must be in all caps.
- Title must be in identical layout on Thesis Abstract Title Page, Thesis Title Page, and Thesis Approval Page.
- The date listed at the bottom must indicate the thesis completion date.
- All text must be centered within left/right margins.
- Double-space typed lines, **except** title and description of abstract submitted.
- 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

An Abstract

of a thesis submitted in partial fulfillment  
of the requirements for the degree of  
Master of Science  
in the School of Nutrition, Kinesiology, and Psychological Science  
University of Central Missouri

December, 2019

## **How to Format the Thesis Abstract**

- Start title one inch down from top of page.
- Double-space.
- No page number visible
- Do not indent.
- Example on next page.

## 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 the top of page.
- Use inverted pyramid for longer titles.
- Put title in all caps.
- Use identical layout of the title on Thesis Abstract Title Page, Thesis Title Page, and Thesis Approval Page.
- The date listed at the bottom should indicate the thesis completion date.
- Center within margins.
- Double-space typed lines, **except** title and description of thesis submitted.
- 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

A Thesis

presented in partial fulfillment  
of the requirements for the degree of  
Master of Science  
in the School of Nutrition, Kinesiology, and Psychological Science  
University of Central Missouri

December, 2019

## **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.

© 2019

Dale A. Booth

ALL RIGHTS RESERVED



## **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.
- Use identical layout of the title on Thesis Abstract Title Page, Thesis Title Page, and Thesis Approval Page.
- 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 visible.
- Example on next page.

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

by

Dale A. Booth

December, 2019

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, School of Nutrition, Kinesiology, and Psychological Science: [insert school chair name here]

Director, Graduate Education & Research: Dr. Odin Jurkowski

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 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 one inch from the top of the page and centered between the margins.
- Double-space, except the chapter titles and subheadings of more than one line should be single-spaced.
- Number with lowercase Roman numerals, 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 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.
- 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 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.
- 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 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 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 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 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 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 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

- 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 page numbers are at the top of the page, leave two blank lines between the page number and the title. If 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 the discipline on whether a short title should be included next to the page number. The example is consistent with 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.

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 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 the style manual for the proper formatting and to determine if the bibliographical information should be referred to as a Reference, 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 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, the second appendix mentioned in 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, 2018. This approval is valid through June 25, 2019. Your informed consent form has also been approved until June 25, 2019.

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 ADVISORS

In addition to ensuring 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 or animals, approval was obtained from the Human Subjects Review Committee in advance of collecting the data, and 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 will electronically submit prospectus, defense thesis, and final thesis to Graduate Education & Research. Also includes IRB/IACUC approval and library publication agreement.
- Thesis Chair notifies Graduate Education & Research and Registrar of final thesis and thesis defense approval. Submits thesis grade.

---

Graduate Education & Research

Ward Edwards 1900

(660) 543-4729

[ger@ucmo.edu](mailto:ger@ucmo.edu)

<https://www.ucmo.edu/offices/graduate-education-and-research>

The background of the page features a repeating geometric pattern of interlocking diamonds or hexagons, creating a 3D effect. A solid red horizontal band is positioned in the upper middle section, containing the university's name and tagline in white text.

UNIVERSITY OF  
CENTRAL MISSOURI<sup>®</sup>  
LEARNING TO A GREATER DEGREE