This manual provides information student, thesis chairs, and committee members 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 November 2018.
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Introduction

1

Purpose of the Thesis
Research is an essential part of graduate education. All graduate students should become knowledgeable about research in their particular 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.

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

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.

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 c.h.s) 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 and Research Office to enroll in a program thesis course (see Thesis Prospectus, Ch. 2).

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.
Steps in Completing a Thesis

Selection of Thesis Chair
Acceptance to a thesis-track graduate program at UCM is often associated with the assignment of a graduate faculty advisor who will typically serve as the student’s thesis chair. However, the student should discuss this with their graduate program coordinator and/or graduate faculty advisor. The thesis chair is responsible for assisting through the various stages of completing a thesis. This decision should be carefully determined.

Unless other college and school procedures are in place, the thesis chair will work with the student to select the thesis committee. The chair of the thesis committee is the thesis advisor. The thesis advisor must have Full Graduate Faculty status at UCM.

Appointment of the Thesis Committee
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 UCM school/department. All committee members associated with UCM must have Associate or Full Graduate Faculty status at UCM.

With approval, one of the committee members may be from outside the University, such as a retired faculty member, a faculty member from another university, or a professional from the appropriate field. The external committee member may not serve as chair of the thesis committee. Appointment of an external committee member is subject to approval by the School Chair, the College Dean, and the Director of Graduate Education and 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 (see page 52).

The Thesis Prospectus
The thesis prospectus serves as the official agreement between the student and the thesis committee. The prospectus requirement is in place to protect the student from add-on work, as well as the committee from an incomplete scope of the final thesis research. A template can be found on the Graduate Studies website.

Every program requires a thesis prospectus. The prospectus must be approved and signed by the thesis committee and a copy submitted to Graduate Education and Research before pursuing approval from the Institutional Review Board and/or Institutional Animal Care and Use
Committee (see below) and the collection of data. The thesis prospectus generally includes an abstract, a rationale and overview of the research, a literature review, and a methods description. The thesis advisor determines the specific requirements to be included in a student’s prospectus. This document is developed by the student ideally during a graduate research course and an approved (i.e., signed) version is required to be submitted to Graduate Education and Research before the student will be cleared to self-enroll in the required thesis course. It must be signed by the student, all committee members, and the school chair.

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 Human Subjects Protection Program website. 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, potentially less for Expedited and Exempt reviews.

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.

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.

Submission of Defense Thesis
To ensure a complete approach to thesis review and quality assurance, the Office of Graduate Education & Research provides a formatting review of the thesis once a defense date is scheduled. At this point in the process the thesis is expected to be 99% done and only require minor editing. The student must electronically submit a defense ready draft of the thesis in Microsoft Word (.docx) format, including copies of approved Human Subjects Review form or notice of the Institutional Animal Care and Use Committee’s approval, to all thesis committee
members, the school chair, and Graduate Education and Research. After Graduate Education and Research reviews the thesis, a copy of the thesis with suggested edits will be sent back to the student and committee members. This will also include a deadline for final submission of the thesis and required paperwork to assure the degree can be conferred on schedule. Failure to meet this deadline may delay the student’s official graduation until the next conferral date, which is the end of the next semester.

The involvement of the committee, the school chair, and Graduate Education and Research at this stage assures all parties involved are able to provide feedback to the student and each other with the goal of facilitating a fair, transparent, and consistent process for the thesis student. No signatures are required on the thesis at this stage of the process, but all members of the respective groups must be involved on the electronic communication. It is expected all concerns identified in this stage of the review will be seriously considered before moving on to the thesis defense stage, but the student’s thesis committee retains all responsibility of the final discipline-specific content and elements of the thesis.

**The Thesis Defense**

The thesis defense is typically a two-part process involving a public defense and a committee examination. The public defense is typically a one-hour presentation and a question and answer component that is advertised and open to the public. The committee examination is typically an oral examination centered around the thesis topic and is always conducted by the entire thesis committee.

A thesis defense must be scheduled and completed before the student’s degree will be conferred. The thesis committee then votes on whether or not to accept the thesis. The thesis committee typically recommends changes to the thesis before committee approval. The signatures of the thesis committee members on the transmittal form indicate the thesis is of sufficient quality in content, writing, and format (see the checklist for thesis advisors on page 53).

**Submission of Final Thesis**

After the final thesis has been approved by the thesis chair a PDF of the completed thesis, including a signed transmittal form and completed publication agreement, must be submitted to Graduate Education and Research for final approval and degree clearance. The thesis is not complete until Graduate Education and Research approves this final copy. The student will be notified if approved or if additional editing is required.

**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.

**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 website, [http://www.copyright.gov/](http://www.copyright.gov/).

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.

**Inclusion into UCM JCKL Digital Repository**
Graduate Studies, in collaboration with the James C. Kirkpatrick Library (JCKL), is responsible for the electronic submission and storage of electronic theses. Once a thesis has been approved, it will automatically be submitted to the JCKL Digital Repository on the student’s behalf; no changes are allowed to the document following this submission. Students have the right to request an embargo be placed upon the thesis in accordance with the Embargo Procedure. While all theses will automatically be submitted, non-thesis research papers are not required to be submitted to the digital repository or Graduate Education and 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 and 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.

**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.
Resources for Completing a Thesis

Help with Writing a Thesis
Graduate Education and 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 and Research.
## Resource Contact Information

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Education and Research</td>
<td><a href="mailto:ger@ucmo.edu">ger@ucmo.edu</a></td>
</tr>
<tr>
<td>Ward Edwards 1900</td>
<td>(660) 543-4729</td>
</tr>
<tr>
<td></td>
<td>[<a href="https://www.ucmo.edu/offices/graduate-education-and-">https://www.ucmo.edu/offices/graduate-education-and-</a></td>
</tr>
<tr>
<td></td>
<td>research/index.php</td>
</tr>
<tr>
<td>Graduate Research &amp; Writing consultations JCK</td>
<td>Janette Klein</td>
</tr>
<tr>
<td>Library</td>
<td>Email: <a href="mailto:jklein@ucmo.edu">jklein@ucmo.edu</a></td>
</tr>
<tr>
<td>Office of Sponsored Programs and Research Integrity</td>
<td>(660) 543-4264</td>
</tr>
<tr>
<td>Administration Building 315</td>
<td>Email: <a href="mailto:osp@ucmo.edu">osp@ucmo.edu</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td>(660) 543-4367</td>
</tr>
<tr>
<td>JCKL Third Floor - 3160</td>
<td>[<a href="https://www.ucmo.edu/offices/learning-">https://www.ucmo.edu/offices/learning-</a></td>
</tr>
<tr>
<td></td>
<td>commons/writing-center/index.php]</td>
</tr>
</tbody>
</table>

## 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](https://www.ucmo.edu/offices/graduate-education-and-research/research-funding-and-support/index.php)

**Graduate Student Travel Award**

The Graduate Education and 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. 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.
**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.

<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 thesis advisor</td>
</tr>
<tr>
<td>Appointment of Thesis Committee</td>
<td>Semester 1</td>
<td>Work with graduate thesis advisor</td>
</tr>
<tr>
<td>Draft and Finalize Thesis Prospectus as part of a Graduate Research Course</td>
<td>Semester 1 or 2</td>
<td>Work with graduate thesis advisor; submit to Thesis Committee, submit to Graduate Education and Research</td>
</tr>
<tr>
<td>Obtain Human Subjects or Animal Use approval</td>
<td>Semester 2</td>
<td>Obtain forms from Office of Sponsored Programs and Research Integrity; must be completed and approved before data collection can begin</td>
</tr>
<tr>
<td>Enroll in Second/Advanced Graduate Research Course</td>
<td>Semester 2 or 3</td>
<td>Check program requirements</td>
</tr>
<tr>
<td>Enroll in Thesis Course</td>
<td>Semester 3 or 4</td>
<td>Work with thesis committee</td>
</tr>
<tr>
<td>Complete Thesis Draft; Copies to Thesis Chair</td>
<td>Ten Weeks Before Graduation</td>
<td>Requires multiple drafts; work with available resources as needed</td>
</tr>
<tr>
<td>Schedule Thesis Defense</td>
<td>Six Weeks Before Graduation</td>
<td>Allow adequate time for committee members to read the thesis</td>
</tr>
<tr>
<td>Submit Defense Thesis to Committee, School, and GER</td>
<td>Monday before Finals Week</td>
<td>GER will conduct a formatting review and provide feedback.</td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>Deadline by end of Finals Week</td>
<td>Incorporate feedback from defense and GER to then prepare the Final Thesis</td>
</tr>
<tr>
<td>Submit Final Thesis to GER, including the signed transmittal form and publication agreement</td>
<td>Deadline will be assigned by GER for each thesis</td>
<td>GER will submit the thesis to the Library to be added to the JCKL Digital Repository</td>
</tr>
</tbody>
</table>
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.

**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.

**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.
List of Approved Style Manuals

<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 (2nd printing or above) of the APA Publication Manual must be followed.
Bibliography of Style Manuals


QA42 M36 1990 (JCKL 3rd floor)


BF 76.7 P83 2010 (JCKL Ready Reference [2 copies], JCKL 3rd Floor [3 copies] & UCM Lee’s Summit)


HM 569 A54 2010 (JCKL 3rd Floor)


LB2369 G53 2016 (JCKL Ready Reference [2 copies], JCKL Reference, UCM Lee’s Summit)


LB 2369 T8 2013 (JCKL Ready Reference)


Ref Z253 U69 2010 (JCKL Ready Reference, JCKL Reference, Harmon Computer Commons)
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.

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.

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.

Preliminary Pages
Please see examples of preliminary pages included in this manual (beginning on page 20). Preliminary pages must be formatted exactly like the examples. The formatting of these pages takes precedence over the style manual used for the 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. For UCM theses, the maximum word count for the abstract is 150 words.

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.

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.

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.

**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.

**Acknowledgments**

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

<table>
<thead>
<tr>
<th>Page or Section</th>
<th>Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Abstract Title Page</td>
<td>Roman numeral i, but not printed on page</td>
</tr>
<tr>
<td>Thesis Abstract</td>
<td>Roman numeral ii, but not printed on page</td>
</tr>
<tr>
<td>Thesis Title Page</td>
<td>Roman numeral iii, but not printed on page</td>
</tr>
<tr>
<td>Copyright Page - Optional</td>
<td>Roman numeral iv, but not printed on page</td>
</tr>
<tr>
<td>Thesis Approval Page</td>
<td>Roman numeral v, but not printed on page</td>
</tr>
<tr>
<td>Acknowledgments - Optional</td>
<td>Roman numeral vi, but not printed on page</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Roman numeral vii, bottom center</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Roman numeral viii, bottom center</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Roman numeral ix, bottom center</td>
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<td>List of Plates</td>
<td>Roman numeral x, bottom center</td>
</tr>
<tr>
<td>Main Body (Chapters)</td>
<td>Start with page 1, bottom center or top right</td>
</tr>
<tr>
<td>Bibliography/References/ Works Cited</td>
<td>Continue from chapters</td>
</tr>
<tr>
<td>Appendix or Appendices</td>
<td>Continue from References</td>
</tr>
</tbody>
</table>
Examples of Properly Formatted Pages

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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 Teaching and Learning
University of Central Missouri

May, 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.
- 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 Teaching and Learning University of Central Missouri

May, 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.
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 visible.
- Example on next page.
THE EFFECTS OF TAPE RECORDED TESTING
FOR COLLEGE STUDENTS WITH
AND WITHOUT LEARNING
DISABILITIES

by

Dale A. Booth

May, 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 Teaching and Learning:  [insert committee department chair name here]

Director, Graduate Education and Research:  [insert director name 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 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.
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- 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

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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**

<table>
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<tr>
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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

<table>
<thead>
<tr>
<th>Plate</th>
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</tbody>
</table>
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.
Tape Recorded Testing

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 __________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
Jan Doe
1802 WDE
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
JCKL DIGITAL REPOSITORY ARCHIVE AGREEMENT

Author Name: Click here to enter text. Student ID: Click here to enter text.

Street Address: Click here to enter text.

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Title of Work: Click here to enter text.

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**Date:** ________________________________
APPLICATION FOR AN EXTERNAL THESIS COMMITTEE MEMBER

Student Name: Click here to enter text. Student ID: Click here to enter text.

Graduate Program: Click here to enter text.

Thesis Title: Click here to enter text.

Projected Date of Completion: Click here to enter text.

Committee Chair: Click here to enter text. Department: Click here to enter text.

Central Committee Member: Click here to enter text. Department: Click here to enter text.

External Committee Member: Click here to enter text. Affiliation: Click here to enter text.

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, Graduate Education & Research      Date
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, 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.

☐ 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 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.

☐ Electronically submit approved thesis to Graduate Education and Research (ger@ucmo.edu).

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