

# THESIS AND DISSERTATION MANUAL

INSTRUCTIONS FOR THE PREPARATION OF THESES AND  
DISSERTATIONS



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## **CHAPTER ONE: GENERAL INFORMATION**

The mission of the Middle Tennessee State University College of Graduate Studies is to enhance the scholarly experience of all graduate students and to help students achieve their academic goals, while maintaining academic standards. To this latter end, one of the roles of the College of Graduate Studies is to evaluate the scholarly content of theses and dissertations that are submitted in partial fulfillment of the requirements for graduate degrees awarded by Middle Tennessee State University. This is an important function of the Graduate College; thus, the dean of the College of Graduate Studies has final approval authority for each thesis and dissertation.

The dean may suggest some changes to enhance the overall academic quality of a thesis or dissertation. In the event that a thesis or dissertation does not meet the academic standards expected of Middle Tennessee State University graduate students, the dean will notify the student and major professor so they may address the changes that are required.

Primary academic responsibility and authority rests with the faculty, particularly the major professor and any other reader. Moreover, the student and major professor should ensure format concordance with the academic discipline's style. Nonetheless, some uniformity for all theses and dissertations is expected.

### **Purpose of the Guide**

This guide is intended to serve as an informative manual for thesis and dissertation preparation at Middle Tennessee State University. It includes information regarding the guidelines to which all students composing theses and dissertations must conform. It is imperative that students refer to the style manual that his or her field of study deems appropriate; however, the guidelines established within this guide take precedence over any other style manual.

## General Policies

For information regarding policies for graduate students, please refer to the most recent edition of the Graduate Catalog, as well as the homepage for the College of Graduate Studies (<http://www.mtsu.edu/graduate/>).

## Student Integrity

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student's work. Academic integrity is an essential component of a quality education. When a student participates in behavior that is considered to be academic misconduct, the scholarly value of their education is lessened.

All members of a university community have responsibility for ensuring academic integrity. Faculty have the responsibility to report suspected violations.

Students have the responsibility of doing their own work and giving credit where credit is due. Integrity goes beyond an individual decision. Integrity is a lifestyle.

### *Academic Misconduct Defined (see Appendix I)*

Academic misconduct at Middle Tennessee State University is defined as plagiarism, cheating, fabrication, or facilitating any such act. The following definitions apply when considering academic misconduct:

- (1) **Plagiarism** – The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment. If using the author's words, you must correctly cite the source, as well as put the author's words in quotations. When summarizing an author's point(s), you must still give credit to the author by citing the source, even though it is in your own words (because the idea

is still the author's and not your own). Substituting synonyms or changing word order is not considered summarization of an author's point and you must still use quotations for phrases that are used by the author. Just changing the words does not mean that an idea is your own and the original source should still be given credit. Similarly, turning in someone else's work as your own, which includes using papers for hire and papers from paper mills, is synonymous to plagiarizing. For more information regarding plagiarism, refer to Appendix I of this manual ("Plagiarism Information") and [www.plagiarism.org](http://www.plagiarism.org).

(2) Cheating – Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit or hours.

(3) Fabrication – Unauthorized falsification or invention of any information or citation in an academic exercise.

(4) Facilitation – Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

### ***Turnitin Procedures***

**The major advisor of each thesis/dissertation is responsible for ensuring that it meets the university's standards of academic integrity by processing a PDF or Word version of the text (limited in file size to 20 MB) through Turn-it-in**, which is available to all faculty through D2L. A D2L page is automatically generated each semester for all courses taught by faculty. We recommend that faculty use the page established for thesis/dissertation research for submission of the thesis through the "Drop Box" feature, which then can be easily processed through Turn-it-in: see the 6-minute video tutorial at

<http://mtmedia.mtsu.edu:8888/fitc/D2LvideoTutorials/Tii/Tiitutorial1/Tiitutorial1.html>

### ***Work Subject Compliance (IRB Approval)***

The MTSU Institutional Review Board is a committee designed to approve, monitor, and review any research involving humans. The aim of the IRB is to protect the rights and welfare of the research subjects. Refer to the *Decision Guide* link on the MTSU Institutional Review Board website ([http://www.mtsu.edu/irb/decision\\_guide.php](http://www.mtsu.edu/irb/decision_guide.php)) to determine whether you need IRB approval. IRB letters should appear as an appendix at the back of the thesis or dissertation.

If you need to report a study-related injury, or if you have questions, please contact the Compliance Officer.

If you have any concerns regarding integrity and ethics in research and scholarship at MTSU, please do not hesitate to call (615) 494-8918 or e-mail [complian@mtsu.edu](mailto:complian@mtsu.edu).

### ***Institutional Animal Care and Use Committee (IACUC Approval)***

Students using animal subjects must receive Institutional Animal Care and Use Committee (IACUC) approval. The IACUC reviews all research involving animal subjects at MTSU as defined in accordance with the USDA and PHS. IACUC letters should appear as an appendix at the back of the thesis or dissertation.

USDA definition: Animal means any living or deceased dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warm-blooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, exhibition purposes, or as a pet. This term excludes birds, rats of the genus *Rattus*, mice of the genus *Mus* (bred for use in research), horses not used for research purposes, and other farm animals, such as, but not limited to, livestock or poultry that is used or intended for use as food or fiber, or livestock or poultry that is used or intended for use for improving animal nutrition, breeding, management, production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes. This approval can only be issued for one year.

PHS Definition: Any live, vertebrate animal used or intended for use in research, research training, experimentation, biological testing, or for related purposes. This approval is issued for three years.

If you have any questions, need to report an adverse event, and/or seek further clarification, please do not hesitate to call (615) 494-8918 or e-mail [complan@mtsu.edu](mailto:complan@mtsu.edu).

## **CHAPTER TWO: ORGANIZATION AND FORMAT OF THESIS/DISSERTATION**

### **Type Size and Quality**

Type size and font are elements that greatly affect the appearance of your thesis or dissertation. To ensure that your document is in a format that provides the best readability, the type size that should be used is 12 point. Similarly, a suitable, clear font should be chosen, such as Times New Roman, Arial, etc., and needs to be maintained throughout the entire document. Type size should also remain consistent throughout the document, except when choosing to use a slightly larger point for chapter titles (do not exceed 14 point, as this wastes space and paper).

### **Pagination (see Appendix B)**

Every page should be assigned a number, with one exception: the title page is counted, but not numbered. Refer to Appendix B to see the list of pages that are included in a thesis/dissertation, their order, whether or not the page is to be listed on the Table of Contents, as well as what (if any) page number is to be assigned and the style that should be used (i.e. Roman numerals, Arabic numerals, etc.) for the page number.

All page numbers using Arabic numerals (those within the body of the thesis or dissertation) should be 1 inch from the top right edges of the page. Prefatory pages should have the page number centered one inch from the bottom of the page, using small Roman numerals (e.g., “ii”). The following list indicates which pages are considered prefatory: Dedication page\*, Acknowledgments\*, Abstract, Table of Contents, List of Tables\*, List of Figures\*, List of Symbols/Abbreviations\*\* (or, in other words, all prefatory material).

The following pages are to be assigned Arabic numerals (e.g. “1”): Body of Thesis/Dissertation, Bibliography/References/Works Cited, Appendices, IRB/IACUC Approval\*\*, Permission letter for copyrighted materials\*\*.

\*Indicates that section is an optional section.

\*\*Indicates that this page is to be included only if needed.

## Spacing

All text should be double spaced (including chapter title and centered headings within the text), with only a few exceptions. Triple spacing is required before and after tables and figures that are inserted between lines of text. Table data, long quotations (40 words or 4 lines or more and when indented), and references on the bibliography/notes/works cited pages may be single spaced.

Other miscellaneous items regarding spacing include:

- ☐ No widows (this is when a paragraph carries over only one line to the top of the next page) or orphans (this is when a heading or subheading occurs at the bottom of a page and is not followed by text). When beginning a new paragraph at the bottom of a page, you must have at least two lines. If only one line appears, move that line to the top of the next page.
- There should be a space before and after periods in an ellipse (...)
- ☐ There should be a space before and after an equal sign (=), less than sign (<), or greater than sign (>)
- ☐ Indent numbers and flush any subsequent lines with the left margin when listing separate paragraphs in a series (i.e., seriations or enumerations)

## Margin Settings

The left margin should be 1.5 inches, the top margin should be 1.25 inches, and the right and bottom margins should be 1 inch. This applies to margin settings for all pages within theses or dissertations. All material that is included within the document, including

tables, figures, etc., must adhere to these margin settings. See the pagination section (page 5) and Appendix B for page number requirements.

## **Consistency**

For ease of readability, as well as to assist in the visual appeal of the thesis or dissertation, the student should ensure that formats, spacing, headings, etc., remain consistent throughout the document. **The format that the student chooses should be retained for the duration of the entire document.**

## **Miscellaneous Items**

Other miscellaneous items regarding text include: Chapter headings should appear in all capital letters (e.g. C HAPTER ONE) or with Roman numerals (e.g., CHAPTER II), Italicize all statistical expressions (F,N,SD,M,SS,n,p,r,t, etc.), and always use the percentage symbol (%) when preceded by a number.

## CHAPTER THREE: UNIVERSITY ELEMENTS AND STYLE

Appendix B is a reference sheet that includes many of the elements that are discussed within this chapter. Appendix B should be referred to in addition to the elements described in this chapter, for items such as page order, page numbering, optional pages, etc.

### Preliminary Pages

Preliminary pages are those that precede the body text. These pages (Title Page, Dedication, Acknowledgments, and Abstract), with the exception of List of Tables, List of Figures, and List of Appendices, are not to be listed on the Table of Contents page.

#### *Approval Page (see Appendix D)*

The approval page informs the Office of Graduate Studies that the student's committee members have thoroughly examined the final copy of the thesis or dissertation and have approved the document for final submission. Previously, this page was included as the first page in the thesis or dissertation; however, after transitioning to electronic thesis/dissertation submission with ProQuest beginning with the Spring 2013 semester, **this page will no longer be included with the thesis/dissertation**, but the signed approval page must be turned in to the front desk of the College of Graduate Studies before theses and dissertations will be reviewed and approved through ProQuest. This page should **not** appear as part of the thesis or dissertation that the student submits to ProQuest. The first page of the thesis/dissertation will now be the title page.

The approval page must include **original signatures (no copies)** of all committee members and the department chair, with the corresponding name typed under signature lines. The approval page must also include a line for the dean of the College of Graduate Studies to sign. His signature will not appear on the page until we have approved the student's thesis or dissertation. Please refer to Appendix D for a sample of this page.

***Title Page (see Appendix E)***

The title page is not numbered; however, it is counted and is technically page “i” of the preliminary pages (because it is not numbered, the next preliminary page is to be numbered “ii”). All text on the title page should be centered. The title of the thesis or dissertation, which is listed at the top of the page, must be the final, complete title of the thesis or dissertation and should be the exact title used on the approval page. The title page should also include the student’s degree title, the University name, and the month and year that the degree is to be awarded (e.g., May 2014). This page should not be listed on the table of contents. Please refer to Appendix E for a sample of how the title page should appear.

***Copyright Information***

The student may choose to officially copyright his or her work using ProQuest. If a student chooses this option when submitting his or her thesis/dissertation through ProQuest, ProQuest will include copyright information in the student’s thesis/dissertation, meaning that students should no longer include their own copyright pages within the document.

***Dedication Page (see Appendix F)***

This page is optional. If the student desires to dedicate his or her thesis or dissertation, the student may do so using this page. The page should not include a heading. The text is to be brief and centered on the page. Pagination is in lower case Roman numerals. Please refer to Appendix F for a sample of how the dedication page should appear. This page is not listed in the student’s table of contents.

***Acknowledgments Page (see Appendix G)***

This page is optional and can be used to include brief statements of appreciation or recognition. This page has the heading “ACKNOWLEDGMENTS,” and the heading should

be in all capital letters. Pagination is in lower-case Roman numerals. This page, if included, should not be listed on the table of contents. Please refer to Appendix G for a sample of what this page should look like.

***Abstract (see Appendix H)***

Every thesis and dissertation is required to include an abstract. This should be approximately 350 words for dissertations and 150 words for theses. The student and his or her committee will determine the content that is to be included in the abstract; however, the page is to be titled “ABSTRACT,” and the title should appear in all capital letters. The abstract should include a brief summary of your research and findings. The pagination is lower-case Roman numerals. Please refer to Appendix H for a sample of what this page should look like. Do not include your name, degree, or title on this page. This page should not be listed on the table of contents.

***Table of Contents (see Appendix C)***

Every thesis and dissertation is required to include a table of contents. The heading for this page is “TABLE OF CONTENTS” and should appear in all capital letters. All headings, sections, chapters, and the first set of subdivisions/subchapters need to be listed within the table of contents (subsequent sets of subdivisions/subchapters need not be listed). Preliminary pages (with the exception of List of Tables, List of Figures, and List of Appendices) are not to be listed on the table of contents. Pagination for this section is lower case Roman numerals. Do not include an entry for “Table of Contents” on your table of contents page.

***Tables/Figures***

Tables and figures should be formatted according to the style manual (APA, MLA, Chicago, etc.) that you are using. Tables and figures may follow the page on which they are

first referenced or, for students who are writing a thesis, the tables may be included in a separate appendix (for theses only). All tables/figures must be incorporated in the text for dissertations. If a table or figure is taken from another source, you must cite that source below the table or figure.

Each table must be identified in the text by using an Arabic number (e.g. Table 3). **The table number and title must be typed above the table. Figure numbers and captions must be typed below the figure** using Arabic numbers (e.g. Figure 2). Repeat table number and column heading (followed by “cont.” or “continued”) if the table is continued on another page.

Theses or dissertations which include tables or figures **must include a List of Tables and/or List of Figures**. These pages are located toward the beginning of the document, after the table of contents and before the body of the thesis or dissertation. The titles for the tables/figures on these pages must match exactly the titles on the tables/figures themselves in the text. Pagination for these pages is lowercase Roman numerals. Do include an entry for these pages on the table of contents.

### ***List of Symbols/Abbreviations***

Students who need to include a list of symbols or abbreviations can create a separate page with these listings. The title of this page should indicate its content. This page may be placed in front of the body of the thesis/dissertation (within the prefatory pages). Pagination for this page is lowercase Roman numerals. Do include an entry for this page on the table of contents.

## **Body Text**

The format of the thesis or dissertation should be logical and consistent. Major divisions within the text should be chapters or sections. These divisions should conform to guidelines indicated in the style manual that the student is using.

### ***Divisions/Headings***

The thesis or dissertation **should maintain a consistent format throughout**. If the student chooses to divide the thesis or dissertation into chapters or sections, each major chapter or division should begin on a new page (do not begin a new chapter on a page where text precedes it), unless your department has been approved to use the article style format for theses, in which case chapters/sections are not required to begin on a new page. Subdivisions within each chapter do not begin on a new page, unless the preceding page is filled with text or there is not enough room to list the subdivision followed by at least two lines of text. Any logical scheme of subdivisions may be used; however, it must be consistent throughout the document. Also, **each level of heading (e.g. chapter, subchapter, etc.) must vary in format**. For example, if the major chapters are centered on the page using 14-point font, then the subchapters may not use this same formatting style. The reader must be able to differentiate major chapters from the subchapters.

### **Bibliography, References, and Works Cited**

The bibliography or reference section should indicate the sources that the student consulted during the process of his or her research. This page should be titled “BIBLIOGRAPHY,” “REFERENCES,” or “WORKS CITED” (based on the style guide you are using), and the title should be centered on the top of the page. An entry on the bibliography or list of references page should not carry over to another page (if the entire entry is too long to fit on the page, move it to the next). The student should consult the style manual that he or she has chosen for information on creating a bibliography or list of references. This section should be listed on the table of contents.

### **Footnotes and Endnotes**

All footnotes should begin on the page where they are cited. Footnotes are renumbered beginning with Arabic number “1” for each chapter. The student should consult

the style manual that he or she has chosen for information on creating footnotes and endnotes.

## **Appendices**

Appendices are an optional section and are not always a part of a thesis or dissertation. Appendices are used to incorporate additional, supplementary matter, such as charts, diagrams, tables, or material that could not be suitably included within the body of the thesis or dissertation.

If the student chooses to include an appendix or appendices, this must be done by creating a cover sheet for the section with the heading “APPENDIX” or “APPENDICES” (if using more than one appendix). This sheet is counted and numbered (each appendix that is included within the appendices section is to be numbered, continuing with the numbers used in the body of the thesis). **This heading should be centered on the page, both vertically and horizontally.** The appendix or appendices should be listed on the table of contents page. If using appendices, each appendix should be listed underneath the appendices section (as a subsection) on the table of contents (e.g., Appendix A, Appendix B, etc.) with the corresponding page number, unless you choose to include a separate “list of appendices” page. If using a separate page for listing appendices, the List of Appendices, along with the page number of the first page (the APPENDICES cover page), must be listed on the table of contents. Additionally, some sections of an appendix are difficult to label (e.g., an IRB approval form). If you are unable to title one of your appendix pages, you may choose to include a separation page, including the name and title of the appendix (e.g., Appendix A-IRB Approval Letter) that precedes the appendix.

## **CHAPTER FOUR: ARTICLE FORMAT POLICY FOR DISSERTATIONS**

### **General Information**

This approach is intended for doctoral students whose final, completed dissertation will consist of a number (minimum of two) of journal-style manuscripts or articles. It is an option available only to students in certain fields whose graduate faculty have determined it to be an appropriate option. Check with the director of your graduate program to determine if this format is accepted in your program.

Article-style dissertations must be based upon research completed while the student is enrolled at Middle Tennessee State University. For each article used, the student must be the first author, or equivalent, as defined by the discipline.

The dissertation must be the student's original idea. It must be a unified work, include a sequence of articles of publishable quality around a theme, and include a comprehensive review of the literature that demonstrates an in-depth understanding of the unifying framework.

There will be one introductory section to describe the studies, tell how they are related, and explain their significance. There will be connecting language to bridge each study to the next. There also will be a section that serves as a summary, making clear the importance of the studies, integrating the major findings, and discussing the implications for the overall topic.

All parts of the dissertation must conform to the provisions set forth in the MTSU Thesis/Dissertation Checklist published by the College of Graduate Studies except when the circumstances of a specific project require deviation. Students considering this approach should contact the College of Graduate Studies before beginning their work if they have any questions concerning specific problems or deviations from traditional procedures.

## **Formatting Article-Style Dissertations**

As with regular dissertations, students must select a prominent style guide appropriate to their field of study and whose provisions must be applied to the manuscript as a whole. When individual articles have been prepared for or accepted by journals for publication, and the articles have been prepared using the author and style guide issued by the journal(s), the articles must be revised as appropriate to conform with the overall style of the *MTSU Thesis and Dissertation Checklist* and this manual before submission to the College of Graduate Studies as a dissertation. The chosen style must be applied consistently across all articles with reference to any exceptions from the specific provisions of the *MTSU Thesis and Dissertation Checklist* and this manual.

### **Parts of the Manuscript of an Article-Style Dissertation**

#### ***Preliminary Pages***

##### Title Page

Follow the same layout and format as for a regular dissertation.

##### Copyright Information

The inclusion of any articles that are previously published or accepted for publication requires permission from the copyright holder. The sections not copyrighted by another party may be covered under the publication of the new manuscript.

##### Dedication Page

Follow the same layout and format as for a regular dissertation.

##### Acknowledgments

Follow the same layout and format as for a regular dissertation.

### Abstract

This is required in the same format as for regular dissertations.

### Table of Contents

Each article included should be identified in the table of contents as a separate section by giving the complete title as it appears on each manuscript. List all second-level headings and their corresponding page numbers (it is not necessary to list third-level headings).

### List of Tables and List of Figures

Tables and figures shall be listed for the whole document. Numbering of tables and figures will be in accordance with the chosen style and formatting guide for the document as a whole.

### Abbreviations

List all abbreviations as one complete list in the preliminary section of the dissertation. Do not include them with the individual articles.

## ***Main Body***

### Introduction

The introduction should include a clear statement of the student's purpose or hypothesis to be tested. It provides necessary background information and a broad statement summarizing the findings of the study. This section also will include a statement of the relationship between and among the various articles and parts of the research.

### First Article

- Subheadings/sections – e.g., Introduction, Review of Literature, Method, Results, Conclusions.
  
- ☐ Reference List (for article 1)
  
- ☐ Appendices (for article 1)

### Second Article

- Subheadings/sections – e.g., Introduction, Review of Literature, Method, Results, Conclusions.
- ☐ Reference List (for article 2)
- ☐ Appendices (for article 2)

### Third Article

- Subheadings/sections – e.g., Introduction, Review of Literature, Method, Results, Conclusions.
- ☐ Reference List (for article 3)
- ☐ Appendices (for article 3)

### Overall Conclusion

State the conclusions for the manuscript as a whole.

### References

All general references from the introduction, overall conclusion, and any supplementary sections should be included here and should conform to the same style and format as the articles.

### Appendices

Include here only any additional appendices that relate to the manuscript as a whole.

## **CHAPTER FIVE: THESIS/DISSERTATION DEFENSE AND DEPOSIT PROCEDURES**

### **Defense of Thesis/Dissertation**

Upon submission of the completed thesis/dissertation, the master's/doctoral candidate who has successfully completed all requirements for the degree will be scheduled by the chair of his/her thesis or dissertation committee, in consultation with the other committee members, to defend the thesis/dissertation. The defense is open to all members of the University community who wish to attend. The thesis/dissertation defense is administered by the thesis/dissertation committee according to program guidelines. All members of the thesis/dissertation committee must attest to successful defense of the thesis/dissertation in writing.

### **Submission**

#### ***Submission Deadlines***

Theses and dissertations may be submitted anytime during the semester of graduation up to the deadline. Deadlines may be found for each semester under the Academic Calendar link, which can be found on the Graduate Studies website.

The dean may allow an extension of no more than two weeks when circumstances warrant. In these cases, as soon as a delay is expected, the major professor should submit his or her petition to the associate dean in writing or email.

### ***Submission Information***

Beginning with the Spring 2013 semester, theses and dissertations will no longer be submitted in paper form to the College of Graduate Studies. **All theses/dissertations must be submitted electronically to the MTSU ProQuest website: [www.etsadmin.com/mtsu](http://www.etsadmin.com/mtsu)**

After the student's committee has approved the thesis or dissertation and after the student submits the signed approval page (see Appendix D) and a signed copy of the Thesis/Dissertation Publishing Agreement (see Appendix J) to the College of Graduate Studies, he or she can submit a PDF file of the thesis/dissertation to the website linked above. If the file is not currently in PDF form, the website provides a free conversion feature for the student to use.

**Doctoral students are required to fill out and submit the Survey of Earned Doctorates form** (located at <https://sed.norc.org/doctorate>) **before their work will be officially approved through ProQuest.** SED will notify the College of Graduate Studies when the doctoral candidate has submitted the form.

Please follow the steps on the ProQuest website ([www.etsadmin.com/mtsu](http://www.etsadmin.com/mtsu)) to submit a thesis/dissertation. Once a thesis/dissertation has been submitted to the website, and the approval page has been submitted to the College of Graduate Studies, the thesis/dissertation will be reviewed. After review, the student will receive an email regarding the status of his or her thesis ("Approved" or "Revisions Needed"). If approved, no further action is required from the student, and the thesis/dissertation will be delivered to ProQuest after graduation. If revisions are needed, the student will be notified of the revisions via email. The student should make the changes and resubmit the thesis.

### **Binding and Copies**

Starting with the Spring 2013 semester, the College of Graduate Studies will no longer submit paper copies of the student's thesis/dissertation to the bindery. If a student wishes to have a bound copy of his or her thesis, he or she may order it while submitting the thesis/dissertation to ProQuest. The details for ordering bound copies are clearly explained on

the ProQuest site. All thesis/dissertations will now be available for electronic viewing through ProQuest, which is linked to the Walker Library website (see “Dissertations and Theses Full-Text from ProQuest” under “Databases A-Z”).

## Checklist

The checklist is a form that helps the student ensure that all parts of the thesis and dissertation have been included and to make certain that particular guidelines have been met. **Requirements set forth in this "Checklist" take precedence over requirements in the style manual or refereed journal you followed when preparing your thesis or dissertation.** This checklist is available on the MTSU Graduate School website (<http://www.mtsu.edu/graduate/pdf/ThesisDissChecklist.pdf>) and can also be found in Appendix A of this manual.

## Thesis/Dissertation Publishing Agreement

A signed copy of this form must be submitted with the approval page to the College of Graduate Studies before the student’s submission is approved. This allows MTSU to “archive, preserve, and make [theses/dissertations] accessible” through ProQuest and an MTSU institutional repository. If the student wishes to embargo publication of the thesis/dissertation, there is a limited option to do that through the ProQuest submission process. Any extended embargo will be discussed and approved by the Dean of the College of Graduate Studies.

## **APPENDICES**

## APPENDIX A

*College of Graduate Studies*  
**Thesis/Dissertation Checklist**



*College of Graduate Studies*  
**Thesis/Dissertation Checklist**

This checklist will advise you and your advisor in meeting all the requirements for successful completion of the thesis/dissertation submission process. Formatting requirements set forth in this “Checklist” take precedence over requirements in the style manual or referred journal you follow for preparing your thesis/dissertation.

**Electronic Submission of Thesis/Dissertation Checklist**

- ☐ All theses/dissertations will be submitted electronically to the MTSU ProQuest website: [www.etsdadmin.com/mtsu](http://www.etsdadmin.com/mtsu) Theses/dissertations are NOT to be submitted until after the thesis/dissertation defense and after all members of the entire thesis/dissertation committee have approved the final version of the text.
- ☐ All thesis/dissertation students are encouraged to attend the workshop offered each semester by the College of Graduate Studies. Guidelines on the thesis/dissertation submission process are also available in the Thesis and Dissertation Manual: <http://www.mtsu.edu/graduate/student/thesis.php>
- The major advisor of each thesis/dissertation is responsible for ensuring that it meets the university’s standards of academic integrity by processing a pdf or Word version of the text (limited in file size to 20 MB) through Turn-it-in, which is available to all faculty through D2L. A D2L page is automatically generated each semester for all courses taught by faculty. We recommend that faculty use the page established for thesis/dissertation research for submission of the thesis through the “Drop Box” feature, which then can be easily processed through Turn-it-in: see the 6-minute video tutorial at <http://mtmedia.mtsu.edu:8888/fitc/D2LvideoTutorials/Tii/Tiitutorial1/Tiitutorial1.html>
- ☐ The two parts of the thesis that will NOT be submitted through the ProQuest website are
  - The approval page for the thesis/dissertation, which is to be submitted with original signatures (with names typed under signatures lines) to the College of Graduate Studies (Ingram Building)—see the Thesis and Dissertation Manual (link above).

- The Thesis/Dissertation Publishing Agreement, which is to be turned in to the College of Graduate Studies with the approval page.  
<http://www.mtsu.edu/graduate/pdf/ThesisDissPublishingAgreement.pdf>
- ☑ Those submitting a dissertation must also complete the Survey of Earned Doctorates form at <https://sed.norc.org/doctorate>

### **Formatting Checklist:**

**Margins:** 1.5" left, 1.25" top, 1" right and bottom margins for all pages

### **Organization:**

- Title Page (must include typed list of thesis/dissertation committee members with the chair indicated in some way)
- Copyright page (optional)
- Dedication page (optional)
- Acknowledgments (optional)
- Abstract (350 words for dissertation; 150 words for thesis)
- Preface (optional)
- Table of contents
- List of tables (only if needed)
- List of figures (only if needed)
- List of plates (only if needed)
- List of symbols and/or abbreviations (only if needed)
- Body of thesis/dissertation (divided into chapters or sections)
- Bibliography/references/works cited (alphabetical order)—based on style manual
- Separation page for titled appendices (only if needed)
- Appendices (only if needed)
- IRB approval (required if human or animal subjects were used)
- Permission letter(s) for use of any copyrighted materials used in text

**Type Size/Pitch: 12 is required**

### **Pagination:**

- Every page should be assigned a number with the exception of the title page
- Front matter is numbered using lower-case Roman numerals centered at 1" from bottom page
- Page numbers for the body text, references, and any appendices should begin with 1 and be 1" from top of page and 1" from right edge

**Spacing:**

- Text must be double-spaced
- Double space after the chapter/section number and after the chapter/section title  
Double space before and after centered headings within the text
- Triple space before and after tables/figures inserted between text
- Table data, long quotes (40 words or 4 lines or more), and reference listings may be single-spaced

**Tables/Figures:**

- Tables/figures may follow the page on which they are first referenced or they may be included in a separate appendix
- Table/figure must be identified in the text by a number
- Table number and title must be typed above table; use Arabic numerals
- Figure number and caption must be typed below figure; use Arabic numerals
- Repeat table number and column headings if table is continued on another page
- If table/figure is taken from another source, you must cite that source below the table/figure

**Miscellaneous:**

- Do not use running heads on each page
- No widows or orphans (i.e., when beginning a new paragraph at the bottom of a page, you must have two lines; if only one line appears, move that line to the top of the next page—or if a paragraph ends at the top of a page, you must have two lines; if only one line appears, move an additional line from the bottom of the previous page)
- All page numbers in the Table of Contents, List of Figures, List of Tables, etc. must correspond with page numbers in the text
- All footnotes begin on the page where they are cited
- Footnotes are renumbered beginning with Arabic numeral “1” for each chapter
- Chapter headings should appear in all capital letters in Roman numerals
- Italicize all statistical expressions, (*F*, *N*, *SD*, *M*, *SS*, *n*, *p*, *r*, *t*, etc.)
- Space before and after equal sign (=), less-than sign (<), and more-than sign (>)
- Space before and after periods in an ellipsis ( . . . )
- Always use the percentage symbol (%) when preceded by a number
- Indent number and flush any subsequent lines with the left margin when listing separate paragraphs in a series (i.e., serialiations or enumerations)

## APPENDIX B

### Order and Number Assignment of Thesis/Dissertation Pages

Thesis/Dissertation Section	Pagination Requirements
❖ Title Page†	Page number counted but not typed.
<ul style="list-style-type: none"> <li>❖ Dedication page*†</li> <li>❖ Acknowledgments*†               <ul style="list-style-type: none"> <li>❖ Abstract†</li> </ul> </li> <li>❖ Table of Contents†               <ul style="list-style-type: none"> <li>❖ List of Tables</li> <li>❖ List of Figures</li> </ul> </li> <li>❖ List of Symbols/Abbreviations**</li> </ul>	Page numbers are assigned and use lower case Roman numerals, beginning with "ii" (due to title page not being numbered, but counted). These numbers should be centered, one inch from the bottom of the page.
<ul style="list-style-type: none"> <li>❖ Body of Thesis/Dissertation</li> <li>❖ Bibliography/References/Works Cited               <ul style="list-style-type: none"> <li>❖ Appendices Separation Page                   <ul style="list-style-type: none"> <li>❖ Appendices</li> </ul> </li> </ul> </li> <li>❖ IRB Approval/IACUC Approval**</li> <li>❖ Permission letter for copyrighted materials**</li> </ul>	Page numbers are assigned using Arabic numbers, beginning with "1." These page numbers should appear one inch from the top and right edges.

\*Indicates that this part is optional.

\*\*Indicates that this part is to be included only if needed.

†Indicates that this page should not be listed on the Table of Contents.

Sample Table of Contents Page\*

TABLE OF CONTENTS	
	Page
LIST OF FIGURES.....	#
LIST OF TABLES.....	#
CHAPTER ONE: CHAPTER TITLE.....	#
Subsection Title.....	#
Subsection Title.....	#
Subsubsection title.....	#
Subsubsection title.....	#
Subsubsection title.....	#
CHAPTER TWO: CHAPTER TITLE.....	#
Subsection Title.....	#
Subsubsection title.....	#
Subsubsection title.....	#
Subsection Title.....	#
Subsubsection title.....	#
Subsubsection title.....	#
CHAPTER THREE: CHAPTER TITLE.....	#
Subsection Title.....	#
Subsubsection title.....	#
Subsubsection title.....	#
Subsection Title.....	#
Subsubsection title.....	#
Subsubsection title.....	#

\*Note: The sample pages in the Appendices section do not necessarily conform to margins required by the Thesis/Dissertation Checklist. Please make sure that your margins follow the requirements of the Checklist.

**Sample Table of Contents (continued)**

	Page
Subsection Title.....	#
Subsubsection title.....	#
Subsubsection title.....	#
REFERENCES.....	#
APPENDICES.....	#
APPENDIX A: APPENDIX TITLE.....	#
APPENDIX B: APPENDIX TITLE.....	#
APPENDIX C: APPENDIX TITLE.....	#

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**APPENDIX D****Sample Approval Page**

THESIS GUIDELINES AND FORMATTING:  
THE GUIDELINES THAT SHOULD BE FOLLOWED WHEN  
WRITING A THESIS

John C. Smith

Approved:

\_\_\_\_\_  
Dr. Michael J. Jones, Committee Chair

\_\_\_\_\_  
Dr. Susan L. Johnson, Committee Member

\_\_\_\_\_  
Dr. William S. Adams, Department Chair

\_\_\_\_\_  
Dr. David L. Butler, Dean, College of Graduate Studies

Note: Beginning in the Spring 2013 semester, this page will not be included as part of the thesis/dissertation file, but is to be submitted separately, with original signatures, to the College of Graduate Studies before the thesis/dissertation will be reviewed and processed with ProQuest.

**APPENDIX E****Sample Title Page**

THESIS WRITING:  
THE GUIDELINES THAT SHOULD BE FOLLOWED WHEN  
WRITING A THESIS

by

John C. Smith

A Thesis Submitted in Partial Fulfillment  
of the Requirements for the Degree of  
Master of Arts in English

Middle Tennessee State University  
May 2012

Thesis Committee:

Dr. Michael J. Jones,

Chair Dr. Susan L.

Johnson Dr. William S.

Adams

Note: Beginning in the Spring 2013 semester, committee members must be added to this page, as shown, since the approval page, which includes these names, is no longer submitted as part of thesis/dissertation (but the approval page must be submitted to the College of Graduate Studies).

**APPENDIX F****Sample Dedication Page**

I dedicate this research to my mother. I love you, Mom.

Source: Angela Mullin-Jackson, "Racial and Cultural Otherness: The Lived Experience of Americans of Korean Descent." Master's Thesis in Sociology, Middle Tennessee State University, December 2009.

\*Page number omitted. This page, if included, must be numbered.

## APPENDIX G

### Sample Acknowledgement Page

#### ACKNOWLEDGMENTS

I would like to thank my wife Michelle and both of our families for their unwavering love and support throughout this long process. Without Michelle's great sacrifices, I would not have been able to fulfill this dream of mine. I would also like to thank Dr. Jennifer Caputo, Dr. Richard Farley, and Dr. Dana Fuller for persevering with me and pushing me to finish when it looked like I might not. Finally, I would like to thank Dr. Marcus Elliot and his staff at the Peak Performance Project and all of the UC Santa Barbara men's soccer players and coaches who helped to make this possible.

Source: Jeremy Bettle, "Changes in Movement Mechanics and Trail Time between a Pre-planned Change of Direction Speed Task and a Reactive Agility Task." Doctoral Dissertation in Exercise Science, Middle Tennessee State University, 2009.

\*Page number omitted. This page, if included, must be numbered.

## APPENDIX H

### Sample Abstract Page

#### ABSTRACT

American history textbooks at the high school level are generally misleading in their representation of African Americans during the civil rights era. The civil rights era in this thesis includes the broad era during which African Americans sought equality, which is post World War II through the late 1960s. In this thesis, I focus on examining four events from the 1950s: the *Brown et. Al. v. Board of Education of Topeka et. al.* landmark Supreme Court case; the reaction to desegregation in Little Rock Arkansas; the Montgomery bus boycott; and the lynching of Emmett Till. These four events represent the bigger picture of the struggles African Americans endured during this era. I will show the history of general African American treatment in American history textbooks before, during, and after the civil rights era. The last chapter specifically focuses on problems that still occur in textbooks today.

The emphasis on textbooks at the high school level arises from the fact that most teachers rely on textbooks in history classes. Students will better understand the events of yesterday and today if we can adjust textbooks to provide a narrative that expresses context. There needs to be more of an emphasis on context than just fact and chronology, teaching students to think and interpret, and making history more interesting and relevant to students' lives.

Source: Marie Bourassa, (adapted from) "Lies My Textbooks Told Me: Everything American History Textbooks Got Wrong About Civil Rights, 1930 to the Present." Master's Thesis in History, Middle Tennessee State University, December 2009.

\*Page number omitted. This page must be numbered.

## APPENDIX I

### Plagiarism Information

In addition to the University's policy regarding Academic Misconduct, students may find the following information regarding plagiarism useful:

*Merriam-Webster's Dictionary* notes that to "plagiarize" is "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source [. . . or] to commit literary theft: present as new and original an idea or product derived from an existing source." MTSU's Judicial Affairs webpage describes plagiarism as "[t]he adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment."

Plagiarism can be difficult to understand. Many times a student is unsure about whether or not he or she is plagiarizing and failure to correctly give credit to one's sources can result in university-level sanctions with MTSU Judicial Affairs.

The "Plagiarism Statement" form on the MTSU English Department's TA Resources website gives the following statements about plagiarism. It is:

- Copying another's entire paper and claiming it as one's own.
- Copying a part of another's paper and claiming it as one's own.
- Copying information from a source and pretending that information is one's own.
- Copying information from a source word for word without putting quotes around those words—whether or not the source is cited there in the paper or on the bibliography page.
- Copying information from a source but changing the words around without providing an in-text citation—whether or not the source is cited on the bibliography page.
- Copying information incorrectly, putting quotation marks around it, including a proper in-text citation, and citing it properly on the bibliography page.
- Copying information correctly with quotation marks, including a proper in-text citation, but no citation on the bibliography page.
- Copying information correctly with quotation marks, but including an improper in-text citation, while providing a correct citation on the bibliography page.
- Copying information correctly with quotation marks, including a proper in-text citation, but providing an incorrect citation on the bibliography page.

- Paraphrasing information incorrectly, including a proper in-text citation, and citing it properly on the bibliography page.
- Paraphrasing information correctly, including a proper in-text citation, but no citation on the bibliography page.
- Paraphrasing information correctly, but including an improper in-text citation, while providing a correct citation on the bibliography page.
- Paraphrasing information correctly, including a proper in-text citation, but providing an incorrect citation on the bibliography page.
- Changing the spelling of a word, changing a letter from upper to lower case, or changing the verb tense in an exact quotation without indicating it as such with brackets or ellipses.

In other words, any time one refers to someone else's work for information, that source must always correctly be noted in the text (either with an in-text parenthetical or end/footnote) as well as in the references/works cited area. If the information from the source has not been completely summarized in one's own words, quotation marks must be used around the words taken directly from the source. For information regarding how to cite sources, refer to the manual for the citation style used (e.g., MLA, APA, Chicago). Even when paraphrasing, the source must be cited (using both in-text citations and in the references/works cited area). For additional information regarding plagiarism, please visit [www.plagiarism.org](http://www.plagiarism.org).

### **Works Cited**

iParadigms LLC. *Plagiarismdotorg*. 2011. Web. 19 Jan 2011.

Middle Tennessee State University. *Academic Integrity and Misconduct: Judicial Affairs and Mediation Services*. Web. 19 Jan 2011.

Middle Tennessee State University. *Plagiarism Information*. The MTSU English Department TA Resources. Web. 19 Jan 2011.

"Plagiarize." *Merriam-Webster Online Dictionary*. Web. 19 Jan 2010.

## APPENDIX J

### College of Graduate Studies

Sam H. Ingram Building, Box 42  
2269 Middle Tennessee Blvd.  
Middle Tennessee State University  
Murfreesboro, Tennessee 37132  
Office: (615) 898-2840 Fax: (615) 904-8020  
www.mtsu.edu/~graduate



### Thesis/Dissertation Publishing Agreement

I hereby grant to Middle Tennessee State University (MTSU) and its agents (including an institutional repository at such a time that MTSU may create such a repository) the non-exclusive right to archive, preserve, and make accessible my thesis or dissertation in whole or in part in all forms of media now and hereafter known.

I warrant that the thesis or dissertation and the abstract are my original work and do not infringe or violate any rights of others. If appropriate, I have obtained permission for each third-party, copy-righted item included in my thesis or dissertation (e.g., tables, figures, graphics, datasets, and survey instruments), and such third-party owned material is clearly identified and acknowledged within the text.

I retain all ownership rights to the copyright of my thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

Acknowledgment: I have read, understood, and agree to this Publishing Agreement.

Author's signature \_\_\_\_\_

Date \_\_\_\_\_

(Printed Name) \_\_\_\_\_

M# \_\_\_\_\_

Email where you can be reached:

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