

**Eastern Michigan University**  
**Graduate School**



**Thesis Manual**  
**Fall 2008**

# Table of Contents

What Is a Thesis? .....	4
Why Write a Thesis? .....	4
Thesis Process.....	4
Overall Process for Degree Completion .....	5
Chair and Committee Selection .....	5
Topic Selection.....	6
Thesis Proposal .....	6
Proposal Format .....	7
Proposal Guidelines.....	8
Permission to Conduct Research Involving Human or Animal Subjects.....	10
Registration for Thesis Credits .....	11
When to Conduct the Research.....	11
Organization of the Thesis Manuscript.....	11
Preliminary Pages.....	11
Text Pages.....	22
Supplementary Pages.....	24
Plagiarism and Fair Use .....	25
Use of First Person .....	25
Style Guides.....	26
Physical Specifications of the Manuscript .....	30
Pagination .....	30
Tables, Graphs, Photographs, and Other Graphics .....	31
Useful Links .....	32
Thesis Approval Process, Defense, and Revision .....	33
Thesis Checklist.....	34
Graduate School Approval of Thesis.....	37
Thesis Reader.....	37
Proofreading Symbols .....	37
Proofread Carefully .....	38
Digital/Electronic Submission and Binding .....	38
Completion of Thesis from Out of State.....	40
Thesis Deadlines .....	44

## List of Tables

<u>Table</u>	<u>Page</u>
1. Style Guides .....	27
2. Style Guides for the College of Arts and Sciences .....	28
3. Style Guides for the College of Business .....	29
4. Style Guides for the College of Education .....	29
5. Style Guides for the College of Health and Human Services.....	29
6. Style Guides for the College of Technology .....	30
7. Format and Requirement for EMU Thesis .....	30

## List of Figures

<u>Figure</u>	<u>Page</u>
1. Thesis proposal approval form.....	9
2. Sample title page .....	14
3. Sample abstract .....	15
4. Comparison of a paragraph-style narrative summary and a structured abstract for an original study that appeared in the Fall 1990 American Educational Research Journal.....	16
5. Proposed template for a structured abstract.....	18
6. Sample level of headings .....	19
7. Sample table of contents .....	20
8. Sample list of tables.....	21
9. Sample list of figures .....	21
10. Sample thesis approval page .....	35
11. Thesis information sheet.....	36
12. Rights and permission form for electronic thesis or dissertation (ECT) .....	41
13. Thesis binding payment form .....	43

# What Is a Thesis?

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A thesis is the documentation of your original research or scholarship that serves as partial completion of graduation requirements for a master's degree. Typically, a thesis completes the tasks identified below. However, each department or degree program may have its own criteria, and it is best to discuss requirements with your faculty advisor.

- 1) Introduce a problem and explain its background.
- 2) Ask (a) research question(s) or state (a) hypothesis(es) where appropriate.
- 3) State objectives of the research or project.
- 4) Explain what other scholars have written on the topic.
- 5) Design and describe a research method or project process.
- 6) Collect and analyze data and explain findings or outcomes.
- 7) Form conclusions and identify issues for further inquiry.

Not all master's degree students are required to complete a thesis for graduation. Some students may complete a final project, an exam, or an internship instead. Check with your department to find out your options.

## Why Write a Thesis?

The primary purpose for writing a thesis is to explain new knowledge or develop new understanding about a specific topic. It is a piece of scholarship your thesis committee will help you craft, refine, and polish. It is a wonderful opportunity to work with experienced researchers and faculty mentors. The work is then shared around the world by way of the Internet through inclusion in EMU's Halle Library online repository and submission to ProQuest, where thesis abstracts have been listed for years in paper and now electronic format.

Your thesis may serve many functions, such as

- adding to the body of knowledge in your discipline
- providing a foundation for future research in your discipline
- becoming the basis for presentation of your research at professional and academic conferences
- being adapted for publication as an article or book
- attracting interest from current or potential employers.

## Thesis Process

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This section will discuss

- the overall process for master's degree completion
- how to select a thesis chair and committee
- how to select your thesis topic.

## Overall Process for Degree Completion

- Complete course work and all other departmental requirements.
- Select a thesis chair and committee.
- Prepare and submit a proposal to your committee for review and approval.
- Complete and submit form to college dean's office and receive approval for research using human subjects or animals prior to gathering data (Human Subjects or Animal Care and Use Review Committee).
- Begin research; gather, analyze, and integrate findings.
- Register for thesis credits.
- Receive chair's approval of thesis prior to submission to the committee for defense.
- Defend thesis (if that is department practice). Committee members will provide editorial suggestions for the manuscript. Typically, committee members (not the chair) sign the approval form at the defense meeting. (Figure 1).
- Make editorial corrections and obtain document approval from the committee chair and department head.
- Submit thesis to the Graduate School for review of the format, punctuation, spelling, and grammar. Include the signed Approval form (Figure 1). Revise document until it meets Graduate School standards, and submit a clean version for final approval by the Dean of the Graduate School.
- Submit your thesis in PFD format on disk or CD-ROM to the Graduate School.
- Bound copies of your thesis are no longer required by the Graduate School or ProQuest; however, if you and your committee determine that bound copies are appropriate, you may take copies to Halle Library for binding. Pay the binding fee at the Cashier's Office, 203 Pierce Hall.
- Obtain a ProQuest brochure on how to publish your thesis.
- At the beginning of the semester in which completion seems feasible, submit an application for graduation to the Cashier's Office, 203 Pierce Hall. This form can be found in the front of the Course Schedule Book or online at the Records Web site. Your thesis chair or graduate advisor signs off on graduation audit and submits thesis course grades to the Office of Records and Registration, 303 Pierce Hall.
- Attend graduation (optional).

## Chair and Committee Selection

### **Thesis Chair**

Every student writing a thesis needs a thesis chair, a faculty member who serves as a mentor throughout the thesis process. The responsibilities of a thesis chair are to

- oversee the final phase of your master's program
- facilitate your thesis committee
- help you develop a proposal
- guide your research
- assist with document editing
- determine with the rest of your committee when your work is ready for defense
- chair the thesis defense meeting.

You will need to identify a committee chair on the basis of the following suggested guidelines:

- Try to choose a chair whose research interests match your own.
- Select someone from your academic department with whom you feel comfortable working. This is typically a faculty member from whom you have taken one or more courses.
- Choose a chair who will have time to spend on your project. Be sure that he or she will not be away on sabbatical or leave of absence during the final stages of your thesis.

### **Thesis Committee**

After you choose your thesis committee chair, you will need to establish your committee, which may have as few as two (a second reader) and no more than five members, including the chair. At least half of your committee members must be from your academic department. The committee must also include one faculty member from outside your department, typically from your cognate field of study. Choose individuals who represent aspects of your research interest (e.g., the major theme, minor elements, the research design methodology). One member may be from off campus (e.g., faculty from another institution, alumni, community members, corporate partners, internship supervisors, emeritus faculty). Persons external to the University must have at least a master's degree.

### **Topic Selection**

The selection of a thesis topic is an important process. You will spend many months conducting research and writing about the findings; therefore, you should be passionate and excited about your topic. Your mentor will be able to help you select an appropriate topic, but here are some things to keep in mind:

- your thesis should present either new information on a subject or a fresh analysis of existing data
- the topic should be specific enough to be manageable but general enough to stimulate further research
- don't embark on a project for which you lack the necessary time or resources.

If your study requires equipment and supplies, make sure you have the monetary resources to be able to sustain the project. Check with your committee chair, the Graduate Dean, or the Office of Research Development about applying for grant funding to support your research. You may also request funding from the Graduate Student Research Support Fund. (See the Graduate School Web site at [www.gradschool.emich.edu/](http://www.gradschool.emich.edu/) for further information.) Grant writing workshops for graduate students are offered twice a year. Check with the Graduate School for date, time, and location for workshops.

## **Thesis Proposal**

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After you have selected a topic, the next step will be to write a thesis proposal. Your proposal is basically the research plan, clearly describing how you expect to accomplish the goals of your study. It should be thoughtful, well written, and scholarly.

# Proposal Format

Although academic departments may have specific format requirements, the outline below can be used as a general format for writing a proposal. Be sure to check with your thesis chair for information on any discipline-specific format requirements. Proposals are typically 10 to 20 pages long and are the foundation for the first three chapters of your thesis (e.g., Introduction, Literature Review, and Methodology). You should use the chosen style guide of your discipline/department in preparing the proposal. (See Tables 1-6).

## **Title Page**

Include the title of the thesis, your name, the date of the proposal, and the names of your thesis chair and committee members.

## **Introduction, Problem Statement, and Background**

Give a general introduction to the issue or research topic. State the problem and provide background information supported by literature review. Note how past research has addressed the problem, and identify similarities or differences in their methodology or findings that have drawn you to study the problem.

## **Purpose of the Study**

Briefly state what you hope to accomplish with your research or project.

## **Justification and Significance**

Give specific reasons why this proposed research is important and how it will contribute to the discipline. Again, include citations from relevant literature.

## **Research Question(s) or Hypothesis(es)**

From an understanding of the research problem, develop (a) concisely phrased research question(s) or hypothesis(es) that will be tested.

## **Methodology**

Describe the proposed research design and include the reasons for selecting each element of the methodology, identifying the advantages and disadvantages. Detail the following:

- a) study design
- b) study type (e.g., qualitative or quantitative methods)
- c) study population, sample, sampling frame, and sampling techniques
- d) data gathering procedure(s) and instrumentation(s)
- e) measures to insure safety and confidentiality for human or animal subjects
- f) data analysis
- g) timeline.

## **Definition of Terms**

Create a glossary to define the terms used in your study.

## **Limitations/Delimitations of the Study (optional)**

Specify aspects of the study and methodology or conditions imposed by the design itself that may limit findings and outcomes. Also identify delimitations or conditions imposed by the researcher that may limit findings or outcomes.

In many qualitative studies, the boundaries of the study may be integrated into the discussion of context and framing of the issues and need not constitute a special chapter or section of the thesis.

## **Proposal Guidelines**

The following are a few reminders regarding the proposal.

1. Important points must be supported by citations of important research and theory.
2. References should include classic texts as well as current sources that have been published within the past five years. Literature should represent all aspects of the topic.
3. Secondary citations/sources are not appropriate. If the writer cannot find and verify the primary source of an original quote or passage, the citation may not be used.
4. Popular magazines, such as *US News and World Report*, *Newsweek*, and *Time*, are inappropriate sources to cite.
5. Popular Web sites are also inappropriate sources to cite.

The thesis committee will typically meet with you to hear a proposal presentation discuss methodology and study procedures. If all are in agreement, they will approve the project. See the *Thesis Proposal Approval Form* (Figure 1). Your graduate advisor should keep the form in your student file within the department.

Your next step would be to seek permission to study humans or animals, if appropriate.

**EASTERN MICHIGAN UNIVERSITY**  
**Graduate School**  
**Thesis Proposal Approval Form**

Name of Student \_\_\_\_\_ Student # \_\_\_\_\_

Advisor \_\_\_\_\_

Major \_\_\_\_\_ Cognate \_\_\_\_\_

Thesis Proposal Title  
\_\_\_\_\_  
\_\_\_\_\_

Committee Report on Thesis Proposal

After review of the thesis proposal, the Thesis Committee certifies that:

The proposal is satisfactory. The student may proceed with the study.

The proposal is unsatisfactory. The following deficiencies must be corrected:

\_\_\_\_\_  
\_\_\_\_\_

Thesis Proposal Approval: student may proceed with the thesis research as outlined in the proposal.

Committee Signatures:

Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Committee Member \_\_\_\_\_ Date \_\_\_\_\_

**Signed form is kept in the academic department/school student file.**

*Figure 1.* Thesis proposal approval form.

## Permission to Conduct Research Involving Human or Animal Subjects

If you plan to use human subjects in any part of your research, you must first submit a Human Subjects Request for Approval Form along with a brief 3-4 page prospectus to your college's subcommittee of the University Human Subjects Review Committee (UHSRC).

Contact the college office noted below for their form, procedure, and timeline. (To download sample form go to

[http://www.ord.emich.edu/federal/federal\\_comp\\_subdir/humansubjects/human.html](http://www.ord.emich.edu/federal/federal_comp_subdir/humansubjects/human.html).)

Proposals for the College of Arts and Sciences should use the form at the above link, and it should be sent as an email attachment to [human.subjects@emich.edu](mailto:human.subjects@emich.edu). The other colleges have their own online submission or procedures. See their websites for details.

College of Business 487.4140 <http://www.cob.emich.edu/>

College of Education 487.1416 <http://www.emich.edu/coe/>

College of Health & Human Services 487.1238 <http://www.emich.edu/chhs/>

College of Technology 487.2040 <http://cot.emich.edu/>

The UHSRC is responsible for the protection of human subjects used in research studies. The college committee will review your methodology to evaluate the research-related risk to human subjects, as well as to protect the anonymity or confidentiality of all participants. You may not begin any research (e.g., collect data) involving human subjects until you have received exemption or approval from the College HSRC.

If you will be using animal subjects in any part of your research, you must first submit an Application to Use Vertebrate Animals along with the Instructions for Completing the Application, a total of 38 pages. (To download the form go to

[http://www.ord.emich.edu/federal/federal\\_comp\\_subdir/animalcare/animalcare.html](http://www.ord.emich.edu/federal/federal_comp_subdir/animalcare/animalcare.html)).

You must also submit your full research proposal to the Institutional Animal Care and Use Committee (IACUC) at the Office of Research Development, Starkweather Hall, 2nd Floor. NOTE: A copy of the approval letter or email from the College HSRC or IACUC (not the application form) must be submitted to the Graduate School along with your thesis. The thesis will not be accepted for editorial review until this form accompanies your document. It is the student's responsibility to make sure this is done.

## Registration for Thesis Credits

Once your thesis committee approves your proposal, the academic department will issue permission to register for thesis credits, and then you may register online.

If more than one semester is required to complete your thesis, it is not necessary to request an extension from the Graduate School. An I grade for incomplete is carried forward until final sign-off is achieved. The thesis chair will submit a *Change of Grade* form when all work and editing are finished.

## When to Conduct the Research

By the time your proposal is approved, much of the groundwork for your research will have been completed. Data gathering may begin only after you have received human or animal subjects approval (if necessary).

You must follow your proposed and approved research methods unless they prove to be unsatisfactory, at which point you must develop an alternate methodology with your committee's approval. If substantial changes in methods have been made, another human subjects (or animal care) approval may be necessary. Consult your committee chair.

## Organization of the Thesis Manuscript

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This section will explain the different parts of the thesis manuscript and how it is organized.

**Preliminary Pages** include the title page, dedication, acknowledgements, abstract, table of contents, and lists of tables and figures.

**Text Pages** include the actual thesis, including the thesis problem, literature review, methodology, results, discussion, and conclusion.

**Supplementary Pages** include the list of references and appendices.

### Preliminary Pages

The preliminary pages, which appear before the main body of the text, must be in the following order:

- Blank Page
- Title Page
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- List of Tables (required if there are 2 or more tables)
- List of Figures (required if there are 2 or more figures)

With the exception of the Blank Page and the Title Page, all preliminary pages must be numbered with lower-case Roman numerals. Each preliminary page is described below.

**Blank Page** required as an end leaf at the front and back of the document. Do not number.

**Title Page** required. Although counted as page i, the number is not printed on the actual page. Include the following information, centered on the page:

- Name of the author
- Full name of the department to which it is submitted
- Full name of the University
- The phrase “in partial fulfillment of the requirements for the degree of MASTER OF SCIENCE” (or “ARTS” as appropriate)
- Field of study for which the degree is granted (e.g., Psychology, Chemistry, English)
- Area of concentration (for example, an English degree candidate may have a concentration in Linguistics)
- Names of committee chair and members
- Date of submission followed by the city and state in which the campus is located

Refer to sample (Figure 2).

### **Dedication**

Optional.

### **Acknowledgments**

Optional.

**Abstract** required. Double-spaced and limited to 150 words, the abstract of the thesis should briefly state

1. the research problem, research questions or hypotheses, and study’s objectives
2. the methods and procedures
3. the results
4. the conclusions.

The Graduate School has an agreement with University Microfilm International (UMI/ProQuest) to publish EMU’s master’s thesis abstracts in their monthly publication, *Master’s Abstracts International* (MAI).

See sample thesis abstract (Figure 3).

**Structured Abstract:** A Structured Abstract is a structural innovation that focuses on the format of the article itself. The structured abstract would replace the paragraph-style narrative summary—typically either an APA-style abstract or “editor’s introduction”—now present at the beginning of many articles.

A structured abstract is a formal and compact summary of an article’s main features and findings. As does a table or figure, it has a predictable structure that compresses information into

a small space and can be read independent of the main body of the article. The structured abstract is longer and more detailed than the standard paragraph-style narrative summary. On the printed page, the structured abstract appears between the title and the main body of the article. It includes basic items applying to all articles (i.e., background, purpose, research design, and conclusions) and several additional items that apply to some articles but not to others (i.e., setting, population, intervention, data collection and analysis, and findings).

See an APA style abstract compared to a structured abstract (Figure 4). Figure 5 shows a template for a structured abstract.

**Table of Contents** required. Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. However, the following rules apply.

- The wording of headings in the Table of Contents must correspond exactly to the wording of those headings in the text.
- Include a listing of the preliminary pages with page number references (except for the title page and the Table of Contents pages themselves).
- Ellipsis marks (also called “dot leaders”) to the page number references are required.

See Table of Contents (Figure 7).

### **Creating the Table of Contents, List of Tables, and List of Figures**

Your Table of Contents, List of Figures, and List of Tables should be created systematically. If not done properly, they can be troublesome. Consult the owner’s manual for your word processing software to follow their suggested procedure. There are short-cut techniques unique to each system that insure page numbers will align along the right side of the page.

### **List of Tables and List of Figures**

If your thesis contains two or more tables, you must create a List of Tables. Likewise, if you have two or more figures, create a List of Figures. Format these lists as you would a Table of Contents. All lists should be referenced in the Table of Contents in the preliminary pages section. Double check all titles to make sure they are identical from text to table.

See sample List of Tables and List of Figures (Figures 8 and 9).

Women and the War:  
Attitudes Towards Women in World War I Literature

by

Alexandra Christine Adinamis

Thesis

Submitted to the Department of English Language and Literature

Eastern Michigan University

in partial fulfillment of the requirements

for the degree of

MASTER OF ARTS

in

English with a concentration in Literature

Thesis Committee:

Jeffrey Duncan, PhD, Chair

Laura George, PhD

July 16, 2001

Ypsilanti, Michigan

*Figure 2.* Sample title page.

(Note: This page should all be in 12 point font and nothing is to be in boldface type.)

## ABSTRACT

The literature coming out of the First World War (1914-1918) reflected the changing attitudes of men toward women as a result of the war. Women went from being perceived as nurturing and peace loving to being viewed as indifferent, opportunistic, and ignorant. Despite the patriarchy's attempts at preserving former gender representations to maintain stability on the home front, it could not prevent the war from causing male anxiety and feelings of impotence and alienation as women became more publicly productive and independent as a result of the war effort.

In addressing the treatment of women in World War I literature, this thesis has relied on a sampling of the literature of the period, both fiction and nonfiction, as well as historical texts. In conjunction with historical research, this thesis has drawn upon feminist literary theory criticism, chiefly the theories of Sandra M. Gilbert and Susan Gubar, in proving how the Great War affected men's attitudes toward women and whether or not such attitudes were well founded.

*Figure 3.* Sample abstract.

***Original APA-style abstract:***

A large-scale experiment is described in which kindergarten students and teachers were randomly assigned to small and large classes within each participating school. Students remained in these classes for 2 years. At the end of each grade they were measured in reading and mathematics by standardized and curriculum-based tests. The results are definitive; (a) a significant benefit accrues to students in reduced-size classes in both subject areas and (b) there is evidence that minority students in particular benefit from the smaller class environment, especially when curriculum-based tests are used as the learning criteria. A longitudinal analysis of a portion of the sample indicated that students in small classes outperform their peers in kindergarten classes of regular size and also gain more in reading outcomes during the second year. The question of why these effects are realized remains largely unanswered, but in light of these findings, is particularly important to pursue. (Finn & Achilles, 1990).

***Structured abstract:***

*Background:* Class size reduction continues to attract attention as a school reform measure. Prior research on the effects of class size has been inconclusive, leading to ongoing controversy and debate about the magnitude, if any, of a “class-size effect” on learning outcomes for children.

*Purpose:* To assess the effects of a statewide experiment where class size was substantially reduced in kindergarten and first-grade classes.

*Setting:* 76 public elementary schools drawn from inner-city, urban, suburban, and rural locations in Tennessee. A total of 328 kindergarten classes and 347 first-grade classes participated in the study.

*Subjects:* 6,570 students enrolled in kindergarten in the 1985-1986 school year.

*Intervention:* Students were randomly assigned by project staff to one of the three class types: small (13-17 pupils), regular (22-25 pupils), or regular with a teacher aide (22-25 pupils). Students assigned to small classes stayed in small classes for kindergarten and first grade.

*Research Design:* Randomized-controlled field trial.

*Data Collection and Analysis:* The Stanford Achievement Tests in reading and mathematics were administered in the spring of each school year, and a set of Tennessee curriculum-referenced tests were administered at the beginning of first grade. Means on each outcome measure were calculated for each class, then separately for White and minority students in each classroom. Two analyses were conducted using multivariate analysis of variance: a cross-sectional analysis of the entire first-grade sample and a longitudinal analysis of a subset of pupils (n=2291) who were in the study for both kindergarten and first grade and had complete SAT achievement test data.

*Findings:* Significant benefits of class size reduction were seen across all academic measures. The cross-sectional analysis of first graders yielded an overall difference of about one fourth of a standard deviation among students in small classes vs. regular classes. Minority students benefited in particular, averaging a difference of a third of a standard deviation over their regular class counterparts on five of the six academic measures. In the longitudinal analysis, students in small classes had a highly statistically significant advantage in reading and mathematics over regular classes in both kindergarten and first grade.

*Conclusions:* This study demonstrates that small classes have an advantage over larger classes in reading and mathematics in the early primary grades. The analysis also strongly suggests that small classes especially benefit the academic performance of minority students.

*Figure 4.* Comparison of a paragraph-style narrative summary and a structured abstract for an original study that appeared in the Fall 1990 *American Educational Research Journal*.

***Structured abstract:***

*Background/Context:* Description of prior research on the subject and/or its intellectual context and/or its policy context.

*Purpose/Objective/Research Question/Focus of Study:* Description of what the research focused on and/or why.

*Setting:* Specific description of where the research took place.

*Population/Participants/Subjects:* Description of the participants in the study: who (or what), how many, key features.

*Intervention/Program/Practice:* Specific description of the intervention, including what it was, how it was administered, and its duration.

*Research Design:* Description of the research design (e.g., qualitative case study, quasi-experiment, secondary analysis, analytic essay, randomized-controlled field trial).

*Data Collection and Analysis:* Description of plan for collecting and analyzing data, including description of data.

*Findings/Results:* Description of main findings with specific details.

*Conclusions/Recommendations:* Description of conclusions and recommendations of author(s) based on findings and overall study.

*Figure 5.* Proposed template for a structured abstract.

## LEVEL OF HEADINGS

### **Three levels:**

Centered Uppercase and Lowercase Heading

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*

### **Four levels:**

Centered Uppercase and Lowercase Heading

*Centered, Italicized, Uppercase and Lowercase Heading*

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*

### **Five levels:**

CENTERED UPPERCASE HEADING

Centered Uppercase and Lowercase Heading

*Centered, Italicized, Uppercase and Lowercase Headings*

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*

*Figure 6. Sample levels of headings.*

## TABLE OF CONTENTS

Dedication .....	ii
Acknowledgements.....	iii
Abstract .....	iv
Chapter 1: Introduction and Background.....	1
Introduction.....	1
Changes Affecting Public Education .....	3
Public Education Strategies .....	7
Statement of the Problem.....	13
Purpose of the Study.....	15
Significance of the Study.....	17
Delimitations of the Study .....	18
Chapter 2: Review of Related Literature.....	21
Chapter 3: Research Design and Methodology .....	50
Research Design .....	50
Sample Selection .....	52
Chapter 4: Presentation and Analysis of Data.....	69
Chapter 5: Summary, Conclusions, Inferences, and, Recommendations for Further Research and Action.....	88
References .....	120
Appendix A Sample Survey Form.....	126
Appendix B Permission Letter .....	127

*Figure 7.* Sample table of contents.

## LIST OF TABLES

<u>Table</u>	<u>Page</u>
1 Leadership Strategies and Elements of a Positive Culture .....	13
2 Middle Grades Practices Aligned with Early Adolescent Developmental Needs .....	40
3 Continuous Improvement in Education .....	70
4 Political Frame and the Failure of Educational Change .....	80

*Figure 8.* Sample list of tables.

## LIST OF FIGURES

<u>Figure</u>	<u>Page</u>
1 Levels of syntactic representation .....	3
2 Basic structure of a clause as proposed by Pollock (1989) .....	30
3 X-bar structure .....	38

*Figure 9.* Sample list of figures.

## Text Pages

The thesis is usually divided into chapters, sections, or other basic units of organization. The standard method of developing a thesis is to follow each of the steps below, devoting an entire chapter or section to each. Again, format may vary based upon department practices; consult your committee chair.

### 1. Introduction

#### **Problem Statement, Background, Justification, and Significance**

Provide a general introduction to the issue or research topic. State the problem and provide background information. Explain why the problem is significant. Include a literature review that highlights how the most recent research has addressed the problem and note similarities or differences in methodology or findings that have drawn you to study or research the problem. Give specific reasons why your proposed research is important and how it will contribute to the discipline.

#### **Purpose and Objective(s) of the Study**

Clearly state the purpose and objective(s) of your research.

#### **Research Question(s) or Hypothesis(es)**

Form an understanding of the research problem and related literature, develop a concisely phrased research question(s) or an hypothesis(es) that will be tested or studied.

#### **Theoretical Framework**

Some departments require a thesis to be grounded in discipline-specific theory or theories. Explain why the theoretical framework selected or created for your study is appropriate and how it will be used.

### 2. Review of Literature

Drawing on literature in the discipline and related disciplines, discuss the work of previous scholars that supports, offers a counter position, and provides a context for your study. Literature should be cited regarding all research variables to be explored in the study.

An effective literature review is not a mindless set of citations strung together (“Smith said,” “Jones noted”). Instead, it frames and contextualizes the topic. In qualitative studies, the researcher may return to relevant literature in later chapters in order to expand the interpretive analysis of key themes.

### 3. Methods

Describe your research methods, providing enough detail so that other researchers can replicate or evaluate your work. Provide the same information that was previously suggested in this manual for the proposal.

#### **4. Results**

Present data and findings from your research. Explain tables and figures; don't assume your readers will interpret them the way you do.

#### **5. Discussion** (sometimes your committee will have you combine Chapters 4 and 5)

Provide a systematic analysis of the results of your study. State how the results relate to your research question(s) or hypothesis(es).

#### **6. Conclusion(s)**

Summarize how your findings compare to the literature and prior research. Where appropriate, identify additional limitations of the study that were unexpected and encountered during the research process. Discuss the implications of your study and possibilities for further research.

#### **Footnotes or Other Sources of Documentation**

The format and style of documentation of sources vary from discipline to discipline. Consult your discipline's style manual (Table 1) and your thesis chair for the appropriate format. Use the chosen format consistently throughout the thesis.

#### **Tables and Figures**

Tables and figures may be included within the text or on separate pages. Detailed guidelines are given in the discipline-specific style guides. Refer to them for exact requirements for the presentation of tables and figures in the text.

- All tables and figures should be self-explanatory; any abbreviations should be explained in a legend, caption, or footnote beneath the table or figure according to the method and format prescribed in the style guide you are using.
- Give each table or figure a specific and informative title.
- Refer to each table or figure in the main text. Insert the table or figure shortly after the reference. If tables or figures appear on separate pages, place them as near as possible to the text that refers to them, rather than at the end of the section.
- The order of both the tables and figures must follow the sequence of your textual references. (Label tables and figures as described in your style guide).

(See Figures 8 & 9)

If you have several tables or figures, you may want to link the files to your document rather than inserting them in the text. This can make your text easier to store and manage. (See your word-processing software manual.)

## Supplementary Pages

The supplementary pages are the sections that follow the body text, which include

- References (or Works Cited)
- Bibliography (or Works Consulted)
- Appendix or Appendices
- Index
- Curriculum Vitae

Of these sections, the References (or Works Cited) and Appendix are required.

### **References (or Works Cited)**

Required. Your References section should include *all* the sources cited for which you have footnotes within the text, and *only* those sources. Follow your style manual for the correct format.

### **Bibliography (or Works Consulted)**

Optional. A bibliography is a list of all the books, articles, Web sites, and so on that you read as part of your research, even if they are not cited in your dissertation. Follow your style manual for the correct format.

### **Appendix or Appendices**

Required. Appendices are documents that support information in the text but don't need to be included in the body of the text, either because the documents are too large or they serve merely as references. Here are some examples of what might be included in an appendix:

- Data-gathering instruments or questionnaires
- Supplemental data or information from a secondary source
- Letter approving use of human or animal subjects
- Any pertinent correspondence, such as permission letters.

**IMPORTANT:** Make sure these supplementary pages are properly written and formatted before they are used in your research (e.g., check spelling).

### **Format for Appendix/Appendices**

The Appendix section follows the list of references.

- If there is more than one appendix, the first page of the Appendix section should be a cover sheet on which the word "APPENDIX" or "APPENDICES" is centered.
- Appendices are labeled with all-cap letters, rather than with numbers (e.g., Appendix A, Appendix B, etc.)
- Each appendix must have a specific title (e.g., Appendix B: Survey Form).

## **Index**

Optional. Use an index if your dissertation contains specific concepts or key words that a researcher may wish to go to directly. Check your word-processing software manual for instructions on how to create an index.

## **Curriculum Vitae**

Optional. Some departments want the student to include a detailed resumé or curriculum vitae.

## **Blank Page**

Required. The last page of the dissertation is a blank page or end leaf (unnumbered).

## **Plagiarism and Fair Use**

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ProQuest checks all theses to ensure that graduate students have not used previously published material without authorization. However, one “fair use” clause in copyright law allows students to use others’ work under certain conditions. ProQuest has developed a set of guidelines for determining whether theses fall within the category of “fair use.” Some of these guidelines are listed below.

1. Avoid quoting throughout your manuscript more than a total of one and one-half pages, single-spaced, from any one published source.
2. Avoid photocopying significant amounts of text pages from published materials. Even if you created the original material, you may not own the right to distribute the work.
3. You may photocopy only one page of graphics from any single published source.

*Copyright Law & Graduate Research* by Kenneth D. Crews is a helpful guide available either at the Graduate School or from UMI at 800.521.0600. Additional information about “fair use” may be obtained from the following Web site: <http://www.copyright.iupui.edu/index.htm>.

If any portion of your research might exceed any of the “fair use” guidelines, seek permission from the publisher of the original material. A sample permission letter is available through the ProQuest Web site: [http://www.il.proquest.com/products\\_umi/dissertations/copyright/](http://www.il.proquest.com/products_umi/dissertations/copyright/).

## **Use of First Person**

In many qualitative theses, where the researcher is the primary “instrument” and makes ethnographic observations, conducts interviews, or locates his/her position as action researcher or participant observer, it is appropriate to use the first-person voice. Discussing and analyzing the researcher’s role in the study is often a necessary part of a “subjectivity audit.” Students using the APA style guide have its full sanction for this practice. Others should consult their own style guide and, when in doubt, their thesis committee chair.

# Style Guides

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Professional or scholarly style guides provide rules and guidelines for writing and formatting academic manuscripts. They deal with such questions as

- How should the thesis be organized?
- What is the proper way to cite and list sources?
- When must numbers be spelled out?
- Which prefixes and suffixes take hyphens and which don't?
- What is the correct spacing for numbers in a mathematical equation?
- How are tables and figure captions formatted?

Every student who writes a thesis must adhere to a style guide. (See Table 1 for the frequently used style guides.) Upon submitting the thesis to the Graduate School, you must identify the style guide the Graduate School reader will use to check for compliance. Ask your thesis chair which style guide is appropriate for your discipline and has been approved by your academic department or program.

Even if you write well, the style guide requires specific formatting rules that may be unfamiliar to you. Obtain a copy of the style guide and refer to it frequently during the writing process. Not conforming to these guidelines will require you to rework the thesis, which may delay graduation.

Reasonable exceptions to the style guide requirements may be made to a document's format to accommodate later submission to a journal, insertion of interview quotations, photographs, and so on. Consult your committee chairperson or the Graduate School reader.

In general, style guides are good sources when you have questions about grammar. They help you write in a concise manner. More important, the consistent use of a style guide will make your thesis more professional and credible to the academic community and put your document in proper format for publication.

In addition to your style guide, another good reference for grammar questions can be found at the following Web site (<http://www.webster.edu/acadaffairs/asp/wc/tips.html>).

NOTE: The style guide you indicate that you have used is the guide the thesis reader will use to check your work.

Table 1

*Style Guides*

<b>Title (and Abbreviation)</b>	<b>Author</b>	<b>ISBN #</b>
<i>Publication Manual of the American Psychological Association, 5<sup>th</sup> Edition (APA)</i>	American Psychological Association	1557987912
<i>MLA Style Manual and Guide to Scholarly Publishing, 6<sup>th</sup> Edition (MLA)</i>	Gibaldi, Joseph	0873526996
<i>The Chicago Manual of Style (Chicago)</i>	University of Chicago Press	0226104036
<i>A Manual for Writers of Term Papers, Theses and Dissertations (Turabian)</i>	Turabian, Kate	0226816273
<i>The ACS Style Guide, 2<sup>nd</sup> Edition (ACS)</i>	Dodd, Janet S., ed.	0841234620
<i>American Medical Association Manual of Style (AMA)</i>	Iverson, Cheryl	0683402064
<i>The Style Manual for Political Science (APSA)</i>	Lane, Michael K.	1878147099
<i>American Geophysical Union Style Guide (AGU)</i>	<a href="http://www.agu.org/pubs/AuthorRefSheet.pdf">http://www.agu.org/pubs/AuthorRefSheet.pdf</a>	

Table 2

*Style Guides for the College of Arts and Sciences*

## College of Arts and Sciences

<b>Department/Program</b>	<b>Approved/Required Style Guide(s)</b>
Art Education/Art Studio	Approved: APA, MLA
Biology	Approved: all guides except APA
Bilingual-Bicultural Education	Approved: APA, Chicago, Turabian
Chemistry	Approved: ACS * Reference format varies with journals. * Font size for figure titles and chapter headings should be larger than for the text.
Communication and Theater Arts	Approved: APA, MLA
Computer Science	Approved: Chicago, Turabian
Criminology and Criminal Justice	Approved: ASA, APA
Economics	Required: Turabian
English Language and Literature Written Communication Children's Literature English Literature Linguistics	Approved: APA, MLA Approved: MLA Approved: MLA Approved: APA
Geography and Geology	Required: Turabian
History	Required: Turabian
Language and International Trade	Approved: APA, Chicago, Turabian
Music Music Education Music Theory/Literature Music Performance Piano Pedagogy	Required: APA Required: Turabian Required: Turabian Required: Turabian
Physics	Approved: AIP, AGU
Political Science	Approved: Chicago, APSA
Psychology	Required: APA
Public Administration	Required: APA
Social Science and American Culture	Required: Turabian
Sociology, Anthropology, Criminology	Approved: ASA, APA
TESOL	Required: APA
Women and Gender Studies	Approved: APA, Chicago, MLA

Table 3

*Style Guides for the College of Business*

College of Business

<b>Department/Program</b>	<b>Approved/Required Style Guide(s)</b>
Accounting	Required: Turabian
Business Administration	Required: APA
Information Systems	Approved: ACS, AMA, APA, CBE, Chicago, MLA, Turabian
Management, Human Resources and Organizational Development	Required: APA

Table 4

*Style Guides for the College of Education*

College of Education

<b>Department/Program</b>	<b>Approved/Required Style Guide(s)</b>
Education Media and Technology	Required: APA
Educational Leadership	Required: APA
Special Education	Required: APA
Elementary and Middle School Education	Approved: APA, Chicago
Guidance and Counseling	Required: APA
Educational Psychology	Required: APA
Reading	Required: APA
Social Foundations	Approved: APA, Chicago
Early Childhood Education	Required: APA

Table 5

*Style Guides for the College of Health and Human Services*

College of Health and Human Services

<b>Department/School</b>	<b>Approved/Required Style Guide(s)</b>
Health Promotion & Health Performance	Required: APA
Health Sciences	Required: APA
Nursing	Required: APA
Social Work	Required: APA

Table 6

*Style Guides for the College of Technology*

College of Technology

School	Approved/Required Style Guide(s)
Technology Studies	Required: APA
Engineering Technology	Approved: ACS, APA

## Physical Specifications of the Manuscript

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The physical specifications of a thesis include every aspect of the document, from its appearance including required margins, spacing, and font size to all formatting details. The requirements in this section are specific to all theses submitted to the Eastern Michigan University Graduate School.

NOTE: If a conflict arises, the rules in this section override approved style guides (e.g., APA, Chicago).

Table 7

*Format and Requirement for EMU Thesis*

<b>Page Size</b>	8.5 x 11 inches
<b>Left Margin</b>	A least 1.25 inches
<b>Right, Top and Bottom Margins</b>	At least 1.0 inches
<b>Font style</b>	Serif fonts (e.g., Times, Garamond, Bookman, etc.) are preferred. Font must be consistent throughout document.
<b>Font Size</b>	12-point
<b>Spacing</b>	Double space. Follow your style manual for spacing within block quotations, footnotes, reference entries, titles, captions, and notes.

With electronic submission, a thesis may include graphics, photography, movie clips, and so on. The document may run in a landscaped format with two columns of text. It may be created for easy conversion to a publishable manuscript

## Pagination

Because the thesis document resembles a published book, the pagination can be tricky.

- The title page is page one, but it is not numbered.
- Preliminary pages (after the title page and up to and including the List of Tables and/or List of Figures pages) are numbered in lower-case Roman numerals.

- The body of the text and supplementary pages are numbered with Arabic numerals. The first page of text is p. 1, but it is not numbered.
- All chapters or major sections should begin on a new page.
- A subsection heading should not be the last line at the bottom of a page. Review “orphan control” from your computer help menu.

## Tables, Graphs, Photographs, and Other Graphics

Tables, graphs, photographs, and charts are important tools for presenting data. All graphics should be easy to read. They must adhere to the same margin requirements as the text. Keep in mind that if your images are too small or don't provide enough contrast they may become hard to read when the document is duplicated. Consult your style guide for format.

### Tables

Tables should be simple and clear. Use cell borders to separate information and thicker lines to delineate the headings for rows and columns. Headings should clearly describe the data in the row or column. If you must abbreviate, explain the abbreviation below the caption.

### Graphs

Color graphics are fine for digital/electronic submission, but you may not wish to make color paper copies for bound documents. Rather than using different colors to distinguish data, use different line styles for line graphs and fill-patterns for bar graphs or pie charts.

### Photographs

When possible, photos should be printed directly on 8.5” x 11” photographic paper. Otherwise, you should scan the photos and insert them into the text. Photos must carry a caption and be included in the List of Figures.

### Color Graphics

You can use color plates and images, but you will need to reproduce enough for all the copies you want bound. Black and white graphics provide sharper, cleaner reproduction. Color may be used for digital/electronic submission.

Graphics consume a lot of computer memory. If your thesis requires numerous graphics, create links for them rather than inserting them in the text. You can also link other text documents, tables, Excel files, sound, movie clips, and databases in the same manner. Check your word-processing software manual for instructions to create links.

Note: Each style guide has its own requirements regarding the placement, labeling, and design of tables, figures, and other graphics in the text. Adhere to those specifications.

## Useful Links

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### APA

The APA-Style Helper 5.1: This downloadable software automatically formats your paper in APA style. <http://www.apa.org/software/>

FAQs about the Publication Manual of the APA (5<sup>th</sup> ed.) <http://www.apa.org/journals/faq.html>

### MLA

The Official Web site on MLA style: <http://www.mla.org/style>

A Guide for Writing Research Papers (based on MLA): This site discusses how to avoid unintentional plagiarism <http://www.ccc.commnet.edu/mla/index.shtml>

### Turabian/Chicago Manual of Style

The Chicago Manual of Style FAQ (and not so FAQ):  
<http://www.chicagomanualofstyle.org/home.html>

Turabian style guide: <http://library.concordia.ca/help/howto/citations.html#tur>

### General English Usage Sites

Common Errors in English: This site is recommended for covering many questions regarding English usage: <http://www.odu.edu/al/jbroder/ablewriter.html>

Garbl's Writing Resources Online: This is an excellent resource of links on grammar, style, and language: <http://home.comcast.net/~garbl/writing/>

The Able Writer: A Rhetoric and Handbook: This is an actual book written by a professor from Old Dominion University in Norfolk, VA. Some of the chapters are available as pdfs, others are formatted in html: <http://www.odu.edu/al/jbroder/ablewriter.html>

### Writing Support

Purdue's Writing Lab: <http://owl.english.purdue.edu/>

Metropolitan State University/Writing Center:  
<http://www.metrostate.edu/writingcenter/index.html>

University of Wisconsin Madison/Writing Handbook:  
<http://www.wisc.edu/writing/Handbook/index.html>

# Thesis Approval Process, Defense, and Revision

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The following section describes the steps in (a) the thesis approval process from your department, (b) the thesis defense, and (c) editorial revisions.

1. Your committee chair will determine when your work is complete and ready to defend.
2. Schedule a date and location for the defense meeting, if required by your department. Inform committee members of meeting logistics and submit copies of the thesis to committee members for their review at least two weeks prior to the defense date. Either you or your committee chair (depending on department practice) will announce the defense date to the public and invite administrators and guests.
3. Create an approval form for your thesis (see Figure 9). The approval form must include
  - the title of the study
  - the author's name
  - names and titles of all committee members, the department head or school director, and the Dean of the Graduate School
  - lines for the dated signatures of all committee members, the department head or school director, and the Dean of the Graduate School.
4. Defend your thesis. The full thesis committee must be present for the defense. Check with your committee chair for format and procedures for the thesis defense meeting. The meeting typically involves the committee chair introducing you and you giving a 20-30 minute formal presentation on your thesis, followed by a question-and-answer period with committee members. You are then asked to leave the room while the committee discusses your defense. Approval of the defense requires a unanimous vote of the committee. You return for their decision and for any additional questions and comments.
5. After the defense meeting, rework the thesis in response to any editorial comments from committee members. Your committee has been charged with helping to bring your thesis to a level of excellence appropriate for viewing by scholars around the world, so you want it to be as polished as possible.
6. Resubmit your thesis to your committee for approval and sign-off. (Check department procedures—sometimes the committee members sign off following the defense and the chair signs off after the document has been reworked.) The department head or school director will also have to approve and sign off on the document before it is submitted to the Graduate School.
7. Submit an original print of the edited version of your thesis to the Graduate School for review and editing by the Graduate School reader. This copy is not to be in a notebook, bound in any way, or duplicated on special paper. Complete the *Thesis Information Sheet* and submit it with the thesis. Be sure all the required information is provided on the form so that a thesis reader can contact you. Retain one copy of the form for your records. Also submit the original signed approval form.

NOTE: Review and editing by the Graduate School reader will not begin until the Approval Form, Information Sheet, and evidence of human or animal subject approval (if required) have been submitted.

## **Thesis Checklist**

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Complete these steps before submitting your thesis to the Graduate School for approval.

- Check the spelling on the title page.
- Have you listed your degree properly?
- Is the approval form signed by your thesis chair, all committee members, and your department head or school director?
- Does the approval form list the committee members' names and titles beside or below the signatures?
- Does the approval form have original signatures?
- Does the abstract have no more than 150 words?
- Is there a 1.25" left-hand margin and at least 1" margins on the right, top and bottom of each page?
- Have you run a spell-check?
- Are the levels of headings correct?
- Do all headings in the table of contents match those in the text exactly?
- Are all sources listed in the references list (or works cited) mentioned in the text?
- Are all citations in the text listed in the reference list (or works cited)? Double-check alphabetization.
- If the thesis involved research using human or animal subjects, did you include a copy of your approval letter?
- Did you receive authorization for use of published material that is not covered under fair use?
- Is there a blank page at both the front and back of the thesis?

NOTE: Theses are not to be bound in any way: no holes punched, no staples, no notebooks. Writing must be on one side of the page only.

THESIS APPROVAL FORM

WOMEN AND THE WAR:  
ATTITUDES TOWARDS WOMEN IN WORLD WAR I

Alexandra Christine Adinamis

APPROVED:

_____ Jeffrey Duncan Thesis Chair	_____ Date
_____ Laura George, PhD Committee Member	_____ Date
_____ Committee Member	_____ Date
_____ Committee Member	_____ Date
_____ Russell Larson Department Head	_____ Date
_____ Deborah de Laski-Smith, PhD Interim Dean of the Graduate School	_____ Date

*Figure 10.* Sample thesis approval form. Submit to the Graduate School with completed thesis.

# THESIS INFORMATION SHEET

NAME \_\_\_\_\_ STUDENT # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL \_\_\_\_\_

Dept/School \_\_\_\_\_ Committee Chair \_\_\_\_\_

Title of Thesis \_\_\_\_\_

Signature \_\_\_\_\_

Style Guide Used (check one):

\_\_\_\_ ACS \_\_\_\_ APA \_\_\_\_ MLA \_\_\_\_ AIP \_\_\_\_ ASA \_\_\_\_ AMA \_\_\_\_ CBE  
\_\_\_\_ Chicago \_\_\_\_ Turabian

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For office use only--Graduate School staff must complete the following:

Is Approval Form signed by all committee members and the department head/school director?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If the research involved the use of human or animal subjects, is evidence of approval from the HSRC or IACUC submitted with the dissertation? \_\_\_\_\_ Yes \_\_\_\_\_ No

1. If the answers to both the above questions are "yes," you may accept the dissertation from the student. If not, return it to the student for compliance with the above requirements.
2. Date stamp below. Name of staff person accepting dissertation \_\_\_\_\_
3. Make two copies of this form. One copy goes to student and the other to the reader.
4. Enter in database and Banner and file original in binder.

**DATE STAMP HERE**

*Figure 11.* Thesis information sheet.

# Graduate School Approval of Thesis

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The final approval of theses is the responsibility of the Graduate School, which assumes the role of final proofreader.

The Graduate School holds students to high standards because the thesis process is a crucial component of graduate studies. And because your thesis is made available to the international academic community, it serves as an example of the quality of scholarship produced at Eastern Michigan University.

## Thesis Reader

Although the thesis committee members are responsible for evaluating the validity of the content and its editing, the Graduate School reader will check for correct use of grammar, spelling, and punctuation, as well as adherence to style and formatting requirements.

Theses are read in the order they are received at the Graduate School. The first review typically takes two weeks but may take longer if the thesis is submitted on or near the semester deadline date along with many other theses and dissertations (see deadlines listed on page 39).

Once the reader has finished reviewing your thesis, you will receive an e-mail to let you know that your manuscript is ready for pick-up to make the necessary changes. The review-and-revision process involves a minimum of two cycles, depending on the quality of the original work and the revisions.

## Proofreading Symbols

Please familiarize yourself with standard proofreading symbols so that you will understand your reader's instructions. You can find common symbols at [www.phschool.com/iText/wag/bronze/backmatter/SR\\_index.html](http://www.phschool.com/iText/wag/bronze/backmatter/SR_index.html)

If you choose, you may telephone or meet with the reader to review/clarify the proposed edits. It will be necessary to correct any errors in formatting, spelling, punctuation, and grammar. However, if your reader makes stylistic suggestions, it is your choice whether to incorporate those changes into your thesis.

You may review the requested changes with your thesis chair and committee members. If your chair or committee contests any of the changes, notify the thesis reader. Otherwise, revise the document and reprint the affected pages.

You are required to return the marked-up copy of the manuscript along with your revised document, so don't remove any post-it notes the reader may have placed on the pages. If you made any changes the reader did not recommend, please make a note of that in the margin of the first draft. You may drop off the documents or mail them to your reader.

NOTE: If you need to make changes that involve pagination, don't forget to revise your Table of Contents.

Once you have made all revisions required by the reader and have printed and submitted a clean final copy, the reader will give your thesis to the Dean of the Graduate School for final approval and signature. You will receive a call or email notifying you of the final approval.

**IMPORTANT NOTE:** If you are not able to submit your thesis in acceptable form to the Graduate School by the deadlines below, you may not be able to graduate until the following term.

**December Graduation..... November 15**

**April Graduation..... March 15**

**June Graduation..... June 1**

**August Graduation..... July 15**

## Proofread Carefully

You should have your thesis proofread by at least one person who is not on your committee. The fewer errors your thesis has, the faster it will be approved. Editing a thesis again and again due to careless mistakes is time-consuming and may delay your graduation. Use of professional editing services prior to submission to the Graduate School is recommended.

## Submission and Binding Guidelines

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EMU has adopted a policy requiring students to submit their thesis/dissertation in a digital/electronic format. Electronic versions allow for unique publication format, the inclusion of video clips, color graphics, sound, and motion. They also may provide links to related Web sites and may enable electronic searching and navigation of the overall document.

These documents, upon approval from the student, will be posted to the EMU Library's **EagleSpace** digital web site ([www.eaglespace.emich.edu](http://www.eaglespace.emich.edu)). Students have found their work receives higher acclaim and exposure when available electronically. What better way to do that than to provide ready access to scholars worldwide rather than the limited access of a bound version in a library. (Note: The student may delay full availability of the thesis/dissertation for one year, if necessary.)

**The following steps will complete the final phase of your thesis/dissertation submission:**

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***Final Submission of Thesis/Dissertation (required)***

Once your thesis/dissertation has received final approval from the Dean of the Graduate School, pick up the signature sheet and manuscript from the Graduate School. Convert your document to PDF format and copy to a CD-ROM.

Deliver the digital/electronic version, the Rights and Permission Form for Electronic Thesis, Dissertation or Capstone Project and the Electronic Format Information Sheet (Figure 11) to the Graduate School. They will then send it to the Library.

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***Bindery Copies (optional)***

If you decide to have copies bound for yourself, your committee, or family members, you should:

- Determine how many copies to duplicate for binding.
  - Complete the Thesis Binding Payment Form (Figure 12).
  - The binding fee per copy is \$14. This fee is paid at the Cashier's Office, room 201 Pierce Hall. The Cashier will note payment on the Thesis Binding Payment Form and will give you two receipts.
  - Take the binding form cashier receipts, and all copies to Client Services Office, room 116 Halle Library. The copies will be sent out to be bound. The binding is black for theses and blue for dissertations, with your name and the title embossed on the cover and the spine.
  - Client Services will contact you when the books are ready for pick up.
- 

***ProQuest (optional)***

Review the ProQuest materials regarding submission and copyright procedures. ProQuest will include your abstract in their monthly publication Thesis Abstracts International (TAI) and post it to their Web site, [www.bellhowell.infolearning.com](http://www.bellhowell.infolearning.com).

Complete the ProQuest form given to you at the Graduate School. You will send this form and the abstract to ProQuest. Attached to the form will be your check for \$55 to cover microfilming and \$45 (optional) for copyright. Make the check payable to ProQuest Information and Learning and mail to 6216 Paysphere Circle, Chicago, IL 60674. If you have any questions, please contact ProQuest at 1-800-521-0600, ext. 3548.

## **Completion of Thesis from Out of State**

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If you leave Michigan before finishing the thesis revision process, the Graduate School will communicate with you by phone and email. You are strongly advised to designate a contact person on campus, either a faculty member or friend, who can pick up your thesis, pay binding fees, and get the thesis copies made and delivered to the Halle Library. The Graduate School staff cannot accomplish these tasks for you, nor do they have the funds to mail your documents back to you. Self-addressed stamped envelopes for returned manuscripts are helpful. Prepaying overnight charges works as well. Do not electronically attach revised versions to email. Many times these are hard to open and printing them for editing becomes time-consuming and costly for the Graduate School. Also, different software versions can distort formatting.

# EASTERN MICHIGAN UNIVERSITY

## Rights and Permission Form for Electronic Thesis or Dissertation Placement in EagleSpace Online Digital Archive

**Submit this form along with your document on disk to the Graduate School in 200 Boone (retain a copy for your files).**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Document Type: \_\_\_\_\_Master's Thesis \_\_\_\_\_Doctoral Dissertation

Document Title: \_\_\_\_\_

### Student Agreement:

I hereby certify that I have obtained all necessary permission in writing for copyrighted material to be published in my thesis, capstone project, or dissertation. Further, I certify that I have obtained and attached hereto a written permission statement from the owner(s) of any copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified below. Copies of all such permissions are maintained in my files.

I hereby grant to Eastern Michigan University and its employees the nonexclusive license to archive and make accessible, under the conditions specified below, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. This is a license rather than assignment, and I, therefore, retain all other ownership rights to the copyright of the 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.

In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the above mentioned document be placed in the online archive with the following status (choose either 1, 2, or 3):

1. \_\_\_\_\_Release the entire work immediately for access worldwide.
2. \_\_\_\_\_Provide access to the entire work only to Eastern Michigan University Library and patrons. At the end of the one-year period, either I or Eastern Michigan University Library may request an extension for an additional one year. At the end of the one-year secure period (or its extension, if such is requested), the work will be handled under option 1 above. If I choose to release the work for worldwide access sooner, I will contact University Archives, University Library, 955 West Circle Drive, Ypsilanti, MI 48197-2207.
3. \_\_\_\_\_Secure the entire work for patent and/or proprietary purposes for a period of one year. During this period the copyright owner also agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from Eastern Michigan University Library. At the end of the one-year period, either I or Eastern Michigan University Library may request an extension for an additional one year. At the end of the one-year secure period (or its extension, if such is requested), the work will be handled under option 1 above. If I choose to release the work for worldwide access sooner, I will contact University Archives, University Library, 955 West Circle Drive, Ypsilanti, MI 48197-2207.

The undersigned agrees to abide by the statements above, and agrees that this approval form updates any and all previous approval forms submitted heretofore.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This document has received final approval.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean, Graduate School)

**ELECTRONIC FORMAT INFORMATION SHEET con't**

**Name:** \_\_\_\_\_  
(The official form of your name used for publication purposes)

**Department:** \_\_\_\_\_

**Preferred E-mail Address:** \_\_\_\_\_

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**Title of Submission:** \_\_\_\_\_  
\_\_\_\_\_  
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**Key words or phrases, subject headings, or descriptors:**  
\_\_\_\_\_  
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**Formats:** (What formats did you use? – Circle all that apply)

Te  
MS Word  
RTF  
PDF

Video  
Apple Quick Time (.mov)  
MS Audio Video Interleaved (.avi)  
MPEG (.mpg)

Audio  
AIF (.aif)  
CD-DA  
CD-ROM/XA  
MIDI (.midi)  
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SND (.snd)  
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**NOTE:**

- ✓ Your document must be transferred to a CD-ROM (ISO 96-60) for submission.
- ✓ Make sure your name is on the disk.

*Figure 12.* Rights and Permission Form for Electronic Thesis or Dissertation (ETD).

**Eastern Michigan University  
Thesis/Dissertation Binding Payment Form**

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Thesis/Dissertation Title: \_\_\_\_\_  
\_\_\_\_\_

Department/School: \_\_\_\_\_ Committee Chair: \_\_\_\_\_

Permanent mailing address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Procedures:**

1. Have this form signed by the Graduate School<sup>(\*)</sup>.
2. Take this form to the Cashier's Office, 201 Pierce Hall, to pay for binding.  
Calculate how much you owe: Number of copies to be bound \_\_\_\_ @ \$14.00 each = \_\_\_\_\_
3. Retain the two copies of the payment receipt issued by the Cashier's Office.
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(\*) *For Graduate School only*  
This document has received final approval.

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*Figure 13.* Thesis binding payment form.

# Thesis Deadlines

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IMPORTANT NOTE: If your thesis is not submitted in acceptable form to the Graduate School by the deadline listed below, you may not be able to graduate until the following enrollment period. The oral defense should have been completed, all editorial suggestions from your committee members should have been incorporated, and the *Approval Form* should be signed by all committee members and the department head before you submit the thesis to the Graduate School.

December Graduation ..... November 15

April Graduation ..... March 15

June Graduation ..... June 1

August Graduation ..... July 15

