

**Indiana State University**  
**School of Graduate Studies**

# **Thesis and Dissertation Handbook**

Approved, Graduate Council, 11/8/95

Revisions Approved, Graduate Council, 9/26/08

Approved with Friendly Amendments, Faculty Senate Executive, 10/70/08

Approved, Faculty Senate, 10/24/2008

Revisions Approved, Graduate Council, 11/3/09

## **HANDBOOK POLICIES**

The style selected by the candidate should conform to the standards of the candidate's discipline and should follow either a style manual recognized by the discipline or the style of a major scholarly journal in the discipline. The thesis or dissertation committee, chaired by the candidate's major advisor, shall be the ultimate authority in matters regarding the content of a thesis or dissertation.

The Graduation Coordinator, appointed by the Dean of the School of Graduate Studies, will be responsible for monitoring adherence to accepted style and final editing before the thesis/dissertation is presented to the Dean of the School of Graduate Studies.

Two basic thesis/dissertation formats will be accepted by the School of Graduate Studies: the *traditional format* and the *publication-ready format*. A template that includes approved formatting of front matter and body is provided on the School of Graduate Studies web site.

## ELEMENTS OF A THESIS/DISSERTATION

Table 1 outlines the required elements and their order. Following the table are explanations and formatting instructions for these elements.

**Table 1: Order of a Thesis or Dissertation**

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1.	FLYLEAF <sup>1</sup> (blank page)	unnumbered
2.	CURRICULUM VITA <sup>1</sup> (for Dissertation only)	unnumbered
3.	TITLE PAGE <sup>1</sup> (Counted as small Roman numeral i)	unnumbered
4.	APPROVAL SHEET <sup>1</sup> (small Roman numeral ii)	numbered
5.	ABSTRACT <sup>1</sup> (small Roman numeral iii)	numbered
6.	PREFACE (small Roman numeral in sequence)	numbered
7.	ACKNOWLEDGMENTS (small Roman numeral in sequence)	numbered
8.	TABLE OF CONTENTS <sup>1</sup> (small Roman numeral in sequence)	numbered
9.	LIST(S) OF TABLES - FIGURES - ILLUSTRATIONS (small Roman numeral in sequence)	numbered
10.	CONTENT <sup>1</sup> (Arabic numerals on every page) DIVISIONS such as PUBLICATION READY MANUSCRIPT and APPENDIX(ES), or CHAPTERS such as INTRODUCTION, METHOD, RESULTS, DISCUSSION, and APPENDIX(ES), or another appropriate arrangement of content into major sections	numbered
11.	HALF-TITLE PAGE(S) <sup>2</sup> (if they are used)	numbered
12.	BIBLIOGRAPHY <sup>1</sup> (or REFERENCES or other heading)	numbered
13.	APPENDIX(ES) (may precede BIBLIOGRAPHY)	numbered
14.	FLYLEAF (blank page if used)	unnumbered

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<sup>1</sup> Designates sections which are required; other sections are optional. If your paper includes these optional sections they must be included in the Table of Contents.

<sup>2</sup> Half title pages may be used before the Publication Ready Manuscript, Bibliography / References and Appendix(es). If used before one section, they must be used before the others; however, half title pages are not ordinarily used before each separate Appendix. The text appears in all caps, centered both vertically and horizontally.

## THE FRONT MATTER

Items 1-9 on the preceding table (Table 1.) constitute the front matter of the thesis or dissertation.

### **Flyleaf**

The flyleaf is a blank page that separates the printed document from the covers of the bound manuscript. The flyleaf in a bound thesis or dissertation must be in the same paper stock as the rest of the document.

### **Curriculum Vita**

A concise curriculum vita (CV) must be included with a dissertation. This CV is a *professional* rather than a personal biography. Personal information such as address and telephone numbers should not be included in the CV as these are subject to change and the thesis or dissertation will be published. This page is not numbered, nor is there reference to it in the Table of Contents.

### **Title Page**

A title page must be prepared according to the template provided on the School of Graduate Studies web site. Points to be noticed are:

1. Except for the designation of the degree, there is no difference between the title page for a thesis and for a dissertation.
2. The title page is centered vertically on a single page.
3. If a title must be carried over to a second line, use the inverted pyramid form; i.e., the second line is made shorter than the first, double-spaced, and centered below the first line of the title.
4. No title should ordinarily require more than three lines; if longer, it is recommended that the title be shortened. If four lines are absolutely necessary, keep the inverted pyramid form using single-spaced lines.
5. The dividing lines are centered and are approximately two inches in length.
6. The date represents the month and year in which the degree will be awarded, not the date of the completion of the paper. Degrees are awarded in May, August, and December.
7. The copyright notice (if included) is the last entry on the title page.
8. The title page is not numbered.

## Approval Sheet

An approval sheet, numbered page ii, must be prepared according to the template provided on the School of Graduate Studies web site.

## Abstract

An abstract of not more than 300 words (numbered page iii) must be prepared and sent to University Microfilms, Ann Arbor MI, publisher of Dissertation Abstracts. Abstracts of theses/dissertations are published through University Microfilms. The abstract should be a concise statement of the content of the paper and (a) present the problem of the investigation, (b) discuss the materials and methods employed, and (c) state the conclusions reached. Prepare a separate abstract cover sheet according to the requirements of University Microfilms. Staple this cover sheet to the extra copy of the abstract. These two sheets are not a part of the paper but will be placed on file in the Graduate Office.

## Preface and/or Acknowledgments

Except in the special circumstances given below, either a Preface or Acknowledgments or both may be included in the paper, but *neither is required*. If included they will be numbered sequentially with small Roman numerals. If employed, the Preface should contain a brief statement of the author's aim, scope, or purpose in writing the paper. Acknowledgements should recognize only real indebtedness. It is not necessary (although permissible) to thank family, friends, or the members of one's committee. Acknowledgment *must* be made of any grants or other aid (especially financial) received in support of the investigation. The Preface and Acknowledgments may be combined under either heading if quite brief.

## Table of Contents, List of Tables, List of Figures, List of Illustrations

Every thesis or dissertation must have a Table of Contents, which is numbered with small Roman numerals. A good rule to follow is to include all major headings and all first-level subheadings. Other levels may be included if they facilitate quick reference to specific subsections of the paper. There must be *exact* correspondence between the text of the entries in the Table of Contents and the text of the paper. There need not be correspondence between formatting, so if a heading appears in italics, the Table of Contents need not have that entry in italics.

The tables and figures used in the paper must be listed immediately following the Table of Contents; moreover, Tables precede Figures. If there are large numbers of one type of illustration, these may properly be separated and listed by themselves e.g., List of Maps, List of Graphs.

## THE CONTENT

### Divisions or Chapters

All papers must be organized into sections, which are specified in the Table of Contents. There must be exact correspondence between entries in the Table of Contents and the text, including page numbers.

### Bibliography

Any paper of thesis/dissertation caliber must be documented. The form of documentation used depends on the instructions of the particular style manual adopted by a department. It must be remembered that where a style manual, such as APA or MLA, gives alternate forms for documentation, the one selected must be used *consistently* throughout the paper.

### Appendix(es)

An appendix contains material supportive of the paper but set aside because of its bulky nature or because it is presented in a style inappropriate to the narrative flow of the thesis/dissertation.

## THE FORMAT

### Margins and Spacing

Left margin: 1 inch	Double spacing
Top margin: 1 inch	
Right margin: 1 inch	Left justification
Bottom margin: 1 inch	

The body of the paper should be double-spaced (on one side of the paper only) and the line spacing should be the default setting for the font used. Footnotes, bibliography, and lengthy quoted materials may be single-spaced as per the requirements of the style guide being used. All pages must bear equal margins of 1 inch on all sides. Margin variations may be approved on a case-by-case basis by the Dean.

A page must not end with a heading, so the bottom margin of certain pages may be greater than 1 inch if it is necessary to move a heading to the top of the following page. The top margin

is ordinarily one inch, but it will be more on pages with chapter or other major headings. It is suggested that the heading such as CHAPTER 1 or CHAPTER 2 be centered between the left and right margins on the fourth double-spaced line from the upper margin of the paper. This heading does not appear in the Table of Contents.

In those disciplines using chapter headings such as INTRODUCTION or METHODS or PUBLICATION READY MANUSCRIPT, the chapter title (all in capitals) appears on the third double-spaced line (2 double-spaced returns) below the chapter number. The chapter title is included in the Table of Contents. The first line of text begins on the next double-spaced line below the last line of the heading.

Left justification should be used in the text, but if the candidate's word processor supports proportional spacing (as in the font *Times New Roman*) full justification will be permitted.

### Font/Typeface

Times New Roman or CG Times	Courier
12 pt	12 pt

The font styles approved for use in the text are either of two proportional fonts (*Times New Roman* or *CG Times*) or the non-proportional font (*Courier*) at 12 points. The use of fonts other than 12 point *Times New Roman*, *CG Times* or *Courier* is allowed as required by style guides in some disciplines. If survey questionnaires and data sheets presented as figures or appendixes have different sized font, they will be judged suitable if they convey the information intended, are legible, and are neatly presented.

### Order and Pagination

Page numbers may be placed in the upper right corner of the page, center justified, or paginated book style	<p>Front matter after title page numbered with Roman numerals i, ii, iii, iv, . . .</p> <p>All other sections numbered with Arabic numerals 1, 2, 3, 4, . . .</p>
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All page numbers, both Roman and Arabic, are placed in the upper right corner of the page aligned with the right margin. Use your default pagination of your word processor. Small deviations from one inch are acceptable as long as the placement is consistent. In the case of students wishing to obtain optional bound copies of their electronic thesis or dissertation—in particular double sided binding—the page numbers may use standard book style pagination or center justification. NOTE: *These instructions take precedence over all pagination instructions given in other style manuals.*

Table 1 details the order in which the parts of the paper are arranged. Beginning with the title page and continuing through the entire text, every page must be accounted for and numbered; however, a number does not appear on the title page. Pages in the front matter following the title page are numbered with lower case Roman numerals (i.e., i, ii, iii); pages of the text are numbered with Arabic numerals (i.e., 1, 2, 3). In the rare instance where it is impossible to print the page number on the page (e.g., on photographic stock), the numeral may be omitted; however, the page must be counted.

### Indentation

Paragraph indent: ½ inch
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Paragraph indentation attained by a tab set at 0.5 inches from the left margin is recommended for the paper. The School of Graduate Studies will not fault a thesis if some other indentation is preferred as long as it is used consistently throughout the paper and conforms to the style in use and approved by the student's department.

### Table, Figure, and Illustration Legends

Tables, Figures, and Illustrations normally appear on the next page or sequential pages following their mention in the text. Alternatively, they may be grouped at the end of the paper following the Bibliography. Legends should begin with the term Table, Figure, etc. followed by the appropriate illustration number and a period. A short descriptive title for the figure, table, or illustration should follow its number. Format for tables must come from the style in use. The table or figure number and legend will appear in the List of Tables and List of Figures exactly as it appears in the table or figure legend, except for format features like italics. Some styles require brief or complete explanation in the figure legend. This further explanation should not appear in the List of Tables, Figures, or Plates.

### Photographs

It is imperative that students have permission in writing to use images that have been copyrighted.

**Footnotes**

Footnotes should be consistent with the style manual selected for the thesis/dissertation. Single spacing is permitted, but all footnotes must fit within the margins and, if possible, be completed on a single page. As a general rule the default footnotes of your computer program will be acceptable even if the font is reduced in size, but the Graduation Coordinator may require you to customize the footnotes to a larger size if they are considered too small.

**Copyright**

Written permission to include copyrighted material in a thesis or dissertation is essential. Images, diagrams, assessment tools, or other materials that the student has produced do not require copyright permission. Images, diagrams, assessment tools, and other material that was not produced by the student is considered to be copyrighted, and written permission to use that material in a thesis or dissertation is required. The use of copyrighted material in a thesis or dissertation does not qualify as “fair use” as it would for a paper turned in for a class assignment. A thesis or dissertation is a published work and the inclusion of copyrighted material in a published work without permission is academically dishonest and illegal.

**Plagiarism**

Every thesis or dissertation must be submitted to a form of plagiarism detection software for analysis and all issues of questionable attribution must be resolved. This is the responsibility of the student and the thesis or dissertation chair.

**Electronic Theses and Dissertations**

Indiana State University requires that theses and dissertations be submitted electronically in PDF/A (PDF Archive) format. Students must adhere to the submission guidelines provided by the School of Graduate Studies. Submission guidelines are located on the School of Graduate Studies' website.

**Indiana State University School of Graduate Studies****Theses and Dissertation Format Check-List**

- \_\_\_\_\_ Left Margin 1"
- \_\_\_\_\_ Right Margin 1"
- \_\_\_\_\_ Top Margin 1"
- \_\_\_\_\_ Bottom Margin 1" except to prevent a stand-alone heading
- \_\_\_\_\_ Curriculum Vita
- \_\_\_\_\_ Title Page accurate as per sample
- \_\_\_\_\_ Dates on Title and Approval Page are the month and year of graduation
- \_\_\_\_\_ Approval Page accurate as per sample
- \_\_\_\_\_ Page numbers consistently positioned on all pages except title page
- \_\_\_\_\_ Table of Contents, List of Tables, and List of Figures entries and page numbers are exactly as in the text
- \_\_\_\_\_ Table of Contents, List of Tables, and List of Figures leading dots are all the same
- \_\_\_\_\_ Table of Contents, List of Tables, and List of Figures page numbers are at the right margin
- \_\_\_\_\_ No stand-alone headings at the bottom of the page
- \_\_\_\_\_ Style, such as APA, MLA, or Chicago is applied appropriately and consistently
- \_\_\_\_\_ No spelling or grammar errors
- \_\_\_\_\_ Extra Abstract