

Indiana State University  
College of Graduate and Professional Studies  
**Thesis and Dissertation Handbook**

**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 College of Graduate and Professional Studies (CGPS), will be responsible for monitoring adherence to accepted style and final editing before the thesis or dissertation is presented to the Dean of CGPS.

**Elements of a Thesis or Dissertation**

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

**Order of a Thesis or Dissertation**

Title Page	Unnumbered
Curriculum Vitae (for dissertations only)	Unnumbered
Committee Members (small roman numeral ii)	
Abstract (small roman numeral iii)	Numbered
Preface (iv)	Numbered
Acknowledgements (v)	Numbered
Table of Contents (vi)	Numbered
List of Tables – Figures – Illustrations (vii, viii)	Numbered
Content (Arabic numerals)	Numbered
References/Bibliography	Numbered
Appendix(es) (may precede bibliography)	Numbered

## **The Front Matter**

### **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 CGPS website. Points to be noticed are:

1. Except for 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.

## Committee Members

Committee Chair: Name, Degree

Committee chair title (faculty rank) of Area (if applicable) or

Department Committee member institution

Committee Member: Mickey Mouse, Ph.D.

Assistant Professor of Educational Psychology

Indiana State University

Committee Member: Clark S. Kent, Ph.D.

Associate Professor of Curriculum, Instruction, and Media

Technology Indiana State University

## Abstract

The abstract should be a brief summary of the concepts and results of the dissertation or thesis. Abstracts are typically no longer than two pages. The paragraphs of the abstract should be indented in the same style as the larger work.

## 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 the one's committee. Acknowledge *must* be made of any grants or other aid (especially financial) received in support of investigation. The preface and acknowledgments may be continued under either heading if quite brief.

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

Every thesis or dissertation must have 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 subheading. Other levels may be included if they facilitate quick reference to specific sub-sections 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 needs to be correspondence between formatting, so if a heading appears in italics, the Table of Contents need to have the entry in italics.

The Tables and Figures used in 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. Chapter and number must appear on the fourth double spaced line using the heading one style. For subheading at lower levels, you may use the appropriate heading styles for consistency.

### **References/Bibliography/Works Cited**

Any paper of thesis or 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 alternative forms for documentations, 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 or dissertation. Put appendix designation and the title on the same line.

## 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 requirement of the style guide being used. All pages must have 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 margins 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 1 inch, but it will be longer 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 heading such as INTRODUCTION or METHODS or PUBLICATION READY MANUSCRIPT, the chapter title (all in capitals) appears on the third double-spaced line 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 candidates word processor supports proportional spacing (as in the font *Times New Roman*) full justification will be permitted.

### Font/Typeface

Time 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 appendices have different sized font, they will be judged suitable if they convey the information intended, are legible, and are neatly presented.

### Order and Pagination

center justified	Front matter after the title page numbered with Roman numerals i, ii, iii, iv . . .  All other sections numbered with Arabic numerals 1, 2, 3, 4, . . .
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All page numbers, both Roman and Arabic, are placed in the center justification of the page. Small deviations from 1 inch are acceptable as long as the placement is consistent.

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 content are numbered with Arabic numerals (i.e. 1, 2, and 3). In rare instances where it is impossible to print the page number on the page, the numeral may be omitted; however, the page must still be counted.

## **Indentation**

**Paragraph indent: ½ inch**

Paragraph indentation attained by a tab set at 0.5 inches from the left margin is recommended for the paper. CGPS will not fault a thesis if some other indentations 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, or Illustration followed by the appropriate graphic number and a period. A short descriptive title for the graphic 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 the format features like italics. Some styles require brief or complete explanation in the figure legend. This further explanation should not appear in the Lists. Align a table or figure in accordance to the chosen style. If a graphic splits over a page break, see the appropriate style manual for the appropriate handling of that situation.

## **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 or 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 our 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, etc. that were 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 format to UMI/Proquest. Students must adhere to the submission guidelines provided by CGPS. Submission guidelines are located on the CGPS website.