

Department of Applied Medicine and Rehabilitation
Indiana State University
Thesis and Project Guidelines

List of the Front Matter (*each section begins on a new page, 2" from top of page, equal to 2 black double spaced lines*)

- a. Title page (*not numbered, centered vertically*)
- b. Approval Sheet (*not numbered*)
- c. Abstract (*numbered as "iii", formatted according to Authorship guidelines*)
- d. Acknowledgements (*numbered*)
- e. Table of Contents (*numbered, not listed in TOC*)
- f. List of Tables (*numbered*)
- g. List of Figures (*numbered*)

Chapter I. Introduction

- a. Introduction
- b. Research question(s)
- c. Experimental hypotheses

Chapter II. Review of Literature

- a. Introduction paragraph
- b. Subsequent review topics (include any review tables): comprehensive review of the literature pertaining to topics surrounding the project

Chapter III. Methods

- a. Design statement
- d. Participants
- e. Measurements and Instruments
- f. Procedures
- g. Statistical Analyses

Comprehensive Bibliography (must be completed with Endnote)

Manuscript

This section should be formatted according to Authorship submission guidelines – typical headings are listed below. Students are encouraged to provide a link or copy of authorship guidelines in the appendices.

- a. Introduction
- b. Methods
 - i. Design statement
 - ii. Subjects
 - iii. Instruments
 - iv. Procedures
 - v. Data Analysis
- c. Results
- d. Discussion
- e. References (manuscript only)
- f. Tables (*each on own page*)
- g. Figures (*each on own page*)

Appendix A: Study Parameters

- a. Operational definitions
- b. Assumptions
- c. Delimitations
- d. Limitations

Appendix B: Pilot Research

- a. Methods
- b. Data by subject
- c. Results

Appendix C: Relevant Study Forms

- a. Data collection forms
- b. Treatment selections/Orders
- c. Specific testing procedures
- d. IRB Informed Consent Form

Appendix D: Raw Data

- a. Subject Demographics
- b. Excel spreadsheets
- c. Any transformed data table(s) and subsequent tables of original data

Appendix E: Statistical Analysis

- a. All statistical output tables that augment information in the Results section of the manuscript (i.e. correlation matrixes, ANOVA tables, etc.)
- b. SPSS output, tables, figures, and results

Appendix F: Recommendations

- a. Improvements for methodology
- b. Progression in the research field- provide justification

Appendix G: Authorship Guidelines

- a. Provide link/copy of authorship guidelines for intended publication outlet.

Style Requirements

- a. Margins: (inch)
 - i. Right = 1.0
 - ii. Left = 1.5
 - iii. Top = 1.4
 - iv. Bottom = 1.0
 - v. Header = 1.0
 - vi. Footer = 0.5
- b. Page numbering: Include as indicated below. The Front Matter uses lowercase Roman numerals, while the rest of the document uses Arabic numerals). Placement should be in the upper right corner of the page.
- c. Font Style & Size: Times New Roman, size 12 font
- d. Default Style: Author's Guide for publishing outlet