

Field Study, Thesis, and Dissertation Manual

Instructions for the preparation of Field Study, Thesis, and
Dissertation

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Questions

For questions related to the preparation of the Field Study, Thesis, and Dissertation, please contact the College of Graduate Studies at 931-221-7414 or gradstudies@apsu.edu

CHAPTER I: INTRODUCTION

The College of Graduate Studies fosters an intellectual community of advanced learning within an environment of scholarship, research, and creative activities engaging faculty and students with partnerships representative of a global society as students acquire knowledge, skills and values for life and work.

The College of Graduate Studies ensures that a clear distinction is made between undergraduate programs and graduate programs and, as such, develops advanced programs and services addressing national needs and provides a mechanism for collaborative opportunities in research, creative and scholarly activities. These connect university expertise with private and public resources and contribute significantly to the intellectual, economic, social, physical, and cultural development of the region, and, therefore, the nation. The College of Graduate Studies engages students in graduate education of a superior level of academic achievement that promotes the knowledge of society, global awareness, and continuous learning skills, and values as well as prepares them for doctoral studies.

One of the roles of the College of Graduate Studies is to evaluate the scholarly activity of graduate students through their final submission of field study, theses, and dissertations in fulfilling the partial requirements to graduate from Austin Peay State University (APSU). As such, the Dean of the College of Graduate Studies has final approval for all field study, theses, and dissertations.

Purpose of the Guide

The purpose of this manual is to assist graduate students and faculty members in meeting the goals of consistency, organization, attractiveness, and correctness in the preparation of field study, theses, and dissertations (hereafter referred to as “the paper” unless otherwise specified).

When this manual and the discipline-specific publication manual contradict, students should defer to this manual.

Style handbooks, such as the *Manual of the American Psychological Association* and/or *The Chicago Manual of Style* should be used as indicated by the student's discipline. If you are unsure of the style manual appropriate to your department, please confer with your advisor/committee chair. Previously accepted papers should not be used as guides to form and style because the examples may be out of context or may be incorrect.

The student's graduate chair and committee members are responsible for the review and approval of the final copy of the paper. Therefore, the paper should be a source of pride for the student, the graduate committee, and the College of Graduate Studies. The paper should be as professionally written and edited as any other book in the Library.

Academic Misconduct

APSU strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, APSU expects each student to complete assignments that demonstrate original work and are reflective of that individual student. Academic integrity is an essential component of a quality education. When students participate in behavior that is considered academic misconduct, the scholarly value of their education is diminished. Students could benefit from submitting their work through Turnitin.com or another anti-plagiarism software to identify possible areas of concern prior to submitting through ProQuest.

The following definitions are related to academic misconduct:

1. Plagiarism: The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper attribution.
2. Cheating: Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit hours.
3. Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.
4. Facilitation or collusion: Assisting or attempting to assist another to violate a provision of the institution's student code of conduct regarding academic misconduct.

Required Approvals

Institutional Review Board

The Austin Peay State University Institutional Review Board (IRB) must review all research involving humans or human tissues. Research with minimal involvement of human participants, such as surveys or questionnaires, requires some procedural APSU IRB review. Investigators are required to submit to irb@apsu.edu a completed IRB Application. Please visit <https://www.apsu.edu/grants/institutional-review-board/> for more information related to the procedure and any forms necessary for submission. All field study, theses, and dissertations utilize human subjects, human tissues, or related archival data must have the APSU IRB approval letter attached as an appendix at the back of the field study, thesis, or dissertation. Other support letters and data-use agreements that could divulge location or identity of participants are excluded. If you have questions or concerns related to Institutional Review, please call 931-221-7881 or email irb@apsu.edu.

Animal Care and Use Committee

The Austin Peay State University Institutional Animal Care and Use Committee (IACUC) must review all research involving vertebrate (non-human) animals. Investigators are required to submit to pittsk@apsu.edu a completed Animal Use Protocol form. Please visit <https://www.apsu.edu/iacuc/> for more information related to the procedure and any forms necessary for submission. All field study, theses, and dissertations utilizing vertebrate (non-human) animals must have the IACUC approval letter attached as an appendix at the back of the field study, thesis, or dissertation. If you have questions or concerns related to IACUC, please call 931-221-7772 or email woltmanns@apsu.edu.

Survey Policy and Oversight Committee

The Austin Peay State University Survey Policy and Oversight Committee (SPOC) must review the quality, content, and applicability of all proposed surveys for use in research. Investigators are required to submit to Andrew Luna (lunaa@apsu.edu) a copy of the proposed survey and completed Survey Submission Form. Please visit <https://www.apsu.edu/dsir/survey-protocol.php> for more information related to the procedure and any forms necessary for submission. All field studies, theses, and dissertations utilizing surveys must have the SPOC approval letter attached as an appendix at the back of the field study, thesis, or dissertation. If you have questions or concerns related to SPOC, please call 931-221-6760 or email dsir@apsu.edu.

CHAPTER II: ORGANIZATION AND FORMAT

This chapter is designed to provide information for the preparation of field study, theses, and dissertations. It establishes technical parameters for the student's written work. The following general guidelines are intended to help with consistency in the development of scholarly works, and the student is expected to adhere to these requirements. For items not addressed by these guidelines, the discipline-specific publication manual approved for use by the committee chair should be followed.

Font

Times New Roman is acceptable at 12-point font.

Margins

The margins should be one inch on the top, bottom, left and right.

Spacing

The paper should be double-spaced throughout with only a few exceptions. Table data, long quotations, and references on the bibliography/notes/works cited pages may be single spaced. There should be no widows (when a paragraph carries over only one line to the top of the next page) or orphans (when a heading or subheading occurs at the bottom of a page and is not followed by text). At least two lines are needed to begin a new paragraph at the bottom of a page, and if there is only one line, then it should start on the next page. New paragraphs should be indented.

Pagination

Preliminary pages should be numbered using lower case Roman numerals placed in the upper right-hand corner of the paper (1 inch from the top right corner). The title page is the first

page. It holds a page place but is not assigned a page number. Text pages use Arabic numbers placed in the upper right-hand corner of the paper (1 inch from the top right corner).

Order

Pages of the paper should be in the order shown below. Those pages indicated as optional may be omitted. Example preliminary pages are provided in the Appendices.

1. Preliminaries: Explanations are provided in Chapter 3 of this document. Page numbers for Preliminaries are i, ii, iii and so on unless unnumbered.

A. Title Page (First page but unnumbered)

B. Copyright Page (optional, unnumbered)

C. Signature Page (unnumbered)

D. Statement of Permission to Use

E. Dedication (optional)

F. Acknowledgments (optional)

G. Abstract

H. Table of Contents (with Chapter # and name and subheadings). Also, the following may be included:

i. List of Tables (if document includes more than five tables)

ii. List of Figures and Charts (if document includes more than five figures and/or charts)

iii. Lists of Symbols, Statistical Expressions, or Abbreviations/Acronyms (optional)

2. Text: Each chapter begins on a new page. Roman numerals should be used to indicate chapters.

3. References: All references should conform to the discipline-specific publication manual approved by the student's department.
4. Appendices: All appendices should conform to the discipline-specific publication manual approved by the student's department.

Symbols

Those symbols not available on the computer program may be handwritten in black ink.

The handwritten symbol should be the same size as the type used in the paper.

Documentation

The discipline-specific publication manual approved by the student's department should be consulted for required documentation of all sources consulted in writing the paper.

Abstract

The following guidelines should be followed:

1. The abstract should not exceed 350 words.
2. Margins should be consistent with remainder of paper.
3. The title "ABSTRACT" should appear in all capital letters and the abstract should follow the standards presented in the discipline-specific publication manual.
4. The student's name, degree, or field study, thesis, or dissertation title should not be included on this page.

CHAPTER III: PRELIMINARY PAGES

Preliminary pages are listed in Chapter II of this manual. Examples of each page are provided in the Appendices section. Although a copyright is not required, if the student wishes to have the paper copyrighted, the document can be copyrighted through ProQuest.

Title Page (see Appendix A)

The date on the title page should indicate the month and year when the student will actually receive the degree. The title page is assigned a roman numeral but does not include the number on the page (technically it is page “i” but because it is not numbered, the next page is “ii”). The student’s name should be the registered name on file with the University. The wording and format should be as indicated in Appendix A.

Copyright (optional, unnumbered)

This page should be written in the following format: Copyright (year of degree conferral) (name of student as it appears on the title page). For example: Copyright 2021 Jane Doe.

Copyrighting can be completed through ProQuest. If a student chooses this option, a copyright page within the dissertation/thesis is no longer needed.

Signature Page (unnumbered; see Appendix B)

The Signature Page is required to be signed (original signatures or digital signatures obtained through DocuSign) by all members of the committee and conform to the example provided in Appendix B. This document ensures that all committee members have read and approve the field study/thesis/dissertation and the page must be added to the field study/thesis/dissertation after the title page. The last signature line should be

designated for the Dean of the College of Graduate Studies (see Appendix B for an example).

Statement of Permission to Use (see Appendix C)

This statement gives permission to the Library at Austin Peay State University to make the paper available to borrowers under the rules of the library. This page must be added after the Signature page, pagination is lower case Roman numerals.

Dedication (optional; see Appendix D)

The dedication is a brief statement indicating affection or esteem for someone who is special to the student. The page should follow the example in Appendix C; pagination is lower case Roman numerals.

Acknowledgments (optional; see Appendix E)

The student may include an acknowledgment for any person whom the student believes was helpful regarding the paper and/or defense of the study. The acknowledgment should be specific and brief. Include any permission to quote copyrighted material and acknowledgments for grants and special funding. Pagination is lower case Roman numerals.

Abstract (see Appendix F)

Every field study/thesis/dissertation is required to have an abstract. The content should not exceed 350 words and should follow the standards presented in the discipline-specific publication manual. Primary empirical abstracts, for example, would include statements about the introduction and objectives, method, findings, and conclusions. Pagination is lower case Roman numerals; this page should not be listed in the Table of Contents.

Table of Contents (see Appendix G)

The Table of Contents for the paper should follow the guidelines of the discipline-specific publication manual and pagination is lower case Roman numerals. The heading for the

Table of Contents should be in all capital letters and must include the headings, subheadings, chapters, and subdivisions. Preliminary pages should not be listed with the exception of Tables, Figures, and Appendices.

List of Tables, Figures, and Charts (if applicable, see Appendix H)

A paper with five or more tables, figures, and/or charts must include a List of Tables, Figures, and/or Charts. The titles must be exactly as they appear in the paper. Consult the discipline-specific publication manual for additional guidelines.

Lists of Symbols, Statistical Expressions, or Abbreviations/Acronyms (optional)

The student's chair should be consulted prior to the inclusion of a list of symbols, a list of statistical expressions, and/or a list of abbreviations/acronyms. Symbols that are unfamiliar should be explained.

CHAPTER IV: FIELD STUDY/THESIS/DISSERTATION DEFENSE AND SUBMISSION

Defense of Field Study/Thesis/Dissertation

With approval of the chair of committee, the student should provide each committee member with a draft copy of the completed paper in advance of proposed defense of the study (specific timeline should be discussed with your project chair). Once all committee members have read through the final field study/thesis/dissertation and the student has made all of the changes recommended by their committee chair, the student will have to defend their field study/thesis/dissertation. The defense may be open to all or part of the University community. The defense is administered by the committee chair and all committee members must attend.

Copy Submission

After the study has been successfully defended, the student should complete the following tasks:

1. Make all corrections and/or changes required by committee members (if applicable).
2. Submit a copy of corrected paper to committee chair for approval (if applicable).
3. Obtain signatures from all committee members on the Signature Page (included within the field study, thesis, or dissertation), and the appropriate Verification of Completion form for Field Study/Dissertation/Thesis (verification forms are only used for students in the College of Education, and for all students who started before Spring 2020).
4. Once the final copy is approved, the student's advisor and/or program coordinator should indicate in Banner that the student has successfully completed their field study/thesis/dissertation.

5. For all students in the College of Education, the student's advisor should submit the appropriate Verification of Completion form for Field Study/Dissertation/Thesis to the College of Graduate Studies, which will be filed in the College of Graduate Studies
6. Submit the paper to ProQuest at least 3 weeks prior to graduation. Note: Students in the MA in English program see program requirements regarding submission.

Submission of Field Study/Thesis/Dissertation to ProQuest

All Field Study/Thesis/Dissertation must be submitted using ProQuest (<http://www.etsadmin.com/apsu>). After the student has successfully defended the field study/thesis/dissertation and after all of the approval forms have been signed, the student can submit their paper to the ProQuest website listed above (through ProQuest, the field study/thesis/dissertation will also be published in the University repository). Below are the instructions for the student submission.

1. From the main page of the ETD Administrator site (<http://www.etsadmin.com/apsu>), you can begin by clicking on the "Submitting Your Dissertation/Thesis" and then select "Submit my dissertation/thesis link." At the web address above, you will see information for students who are submitting a field study (see below). Students submitting a field study will follow the same instructions as students who are submitting a thesis or dissertation.

"Important information for students submitting their Field Study:

- Follow the same steps that are outlined in the Thesis/Dissertation manual on the College of Graduate Studies website.
- During the submission process, please choose "Submitting Your Dissertation/Thesis" and "Submit my dissertation/thesis" when prompted (since Field Study is not an option). These links should be used for students submitting a dissertation, thesis, and field study." (from ProQuest website)

2. A new page will display with a list of all the universities that have ETD Administrator sites. Alternatively, you can visit <http://www.etdadmin.com/apsu>.
3. After clicking a university name (or visiting our link), you will be prompted to create an account for our ETD Administrator site.
4. After you enter and submit the basic information requested – name, email address – an account is set up, and a verification email is sent to you. After verifying the account, you will be taken to a page to begin the submission.
5. The guidance listed on this page is a combination of ETD Administrator-specific instructions, as well as information specific to your university that you provided when your site was originally set up.
6. Once you have an account, you are ready to begin the submission process – a simple, process that should take, on average, less than an hour to complete.
7. Step-by-step description of the submission process:
 - A. Student authors can select one of two options: Traditional Publishing or Open Access Publishing. Traditional Publishing is the option UMI Dissertation Publishing has always supported. Open Access Publishing is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the graduate work (Note that there is a \$95 fee for Open Access Publishing).
 - B. After a student selects the publishing option that best fits his or her needs, the student will be prompted to accept the ProQuest/UMI Publishing Agreement to continue. The agreement is customized based on the publishing option the student selects. The student must accept the agreement to submit a dissertation or thesis.

- C. The next screen prompts the student to enter current contact information, including email and mailing addresses, and add a future mailing address if he or she will be moving soon. This information will be stored in UMI's internal dissertation database, where we store contact information for graduate work authors.
- D. The third step in the process prompts the student to enter all the necessary metadata about his or her graduate work – the title, advisor, committee members, subject category, etc. Information included here should match what is included in the graduate work itself – that is, the title should be the exactly the same as it is on the title page of the submitted manuscript. This information is used to create the bibliographic record in the ProQuest Dissertations & Theses (PQDT) database. Information such as subject categories and keywords help other researchers discover the student's work in PQDT.
- E. In the next step of the process, the student must upload a PDF version of his or her graduate work. If the student does not have a PDF version of the graduate work, the ETD administrator provides a Word-to-PDF Conversion tool. The conversion tool will take a Microsoft Word document, or an RTF document, and convert it to PDF for the student. It is very important, though, for the student to review the resulting PDF, to make sure there were no formatting issues or other problems that occurred in the conversion process. **NOTE:** Students must also make sure that 1) All fonts are embedded in the PDF; and 2) The PDF security settings allow printing and modification of the document. Both are critical to the publishing process. For more information on these two issues, please see the ETD online PDF Help page.

- F. Next, students may upload supplementary files that support his or her graduate work. Examples might be sound clips or spreadsheets of research data. Students can upload as many supplementary files as they need to. If the student uploads a set of files that are “zipped”, that is how we will distribute the files with the full text – as a zipped file.
- G. Students will be prompted to include any notes for the administrator who will be reviewing his or her graduate work.
- H. The next step in the submission process gives students the opportunity to register a copyright on their graduate work with the U.S. Copyright Office. It is strictly optional, and there is a \$55 fee associated with the service.
- I. The next screen gives the student the opportunity to order bound paper copies of his or her graduate work from UMI Dissertation Publishing. The student may choose to either place an order or continue without placing an order. The confirmation email sent to the student will also include a link to give the student another opportunity to order copies via the web or print a form to pay by check.
- J. The submission review screen appears next, displaying to the student all of the information that will be submitted. Students may make any necessary changes before submitting. If the submission is incomplete, students will be prompted to finish before submitting.
- K. After verifying the submission, the student will be prompted to pay for any fees he or she is responsible for (including copies, Open Access publishing fees, etc.). When the submission is completed, the student will receive an email confirming that his or her submission has been submitted.

After the document has been received by ETD, the document will be reviewed for consistency with university and discipline-specific guidelines. If necessary, the College of Graduate Studies will require the student to make additional corrections to their document prior to final approvals. When the APSU ETD administrator approves and sends the submitted graduate work to UMI Dissertation Publishing, the student will get another email confirming that the graduate work has been sent to UMI.

Binding

If a student would like a bound copy of their field study, thesis, or dissertation, they can request it through ProQuest. The details for ordering bound copies are provided on the ProQuest website (<http://www.etdadmin.com/apsu>).

Deadlines

The student is responsible for meeting all deadlines established by the College of Graduate Studies and APSU. All documents are required to be submitted to the College of Graduate Studies (including appropriate Verification of Completion form for Field Study/Dissertation/Thesis – only College of Education students) three weeks prior to the graduation date for the term the student is graduating; the Field Study/Dissertation/Thesis must also be submitted to ProQuest at least three weeks prior to graduation

APPENDICES

Appendix A: Sample Title Page

FIELD STUDY/THESIS/DISSERTATION EXAMPLE:
THIS DOCUMENT PROVIDES GUIDELINES FOR WRITING YOUR FIELD
STUDY/THESIS/DISSERTATION

By

Brennan Huff

A Dissertation (or Field Study or Thesis) Submitted in Partial Fulfillment
of the Requirements for the Degree of
Master of Arts in Teaching (or a different degree)

Austin Peay State University
August 2021

Dissertation (or Field Study or Thesis) Committee:

Dr. Steve Butabi, Committee Chair

Dr. Phil Weston

Dr. Jackie Moon

Dr. DeAngelo Vickers

Appendix B: Sample Signature Page

FIELD STUDY/THESIS/DISSERTATION EXAMPLE:
THIS DOCUMENT PROVIDES GUIDELINES FOR WRITING YOUR FIELD
STUDY/THESIS/DISSERTATION

Brennan Huff

Approved:

Dr. Steve Butabi, Committee Chair

Dr. Phil Weston, Committee Member

Dr. Jackie Moon, Committee Member

Dr. DeAngelo Vickers, Committee Member

Dr. Chad Brooks, Associate Provost and Dean, College of Graduate Studies

Appendix C: Statement of Permission to Use

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Statement of Permission to Use

In presenting this (type of paper) in partial fulfillment of the requirements for the (type of degree) at Austin Peay State University, I agree that the library shall make it available to borrowers under the rules of the library. Brief quotations from this (type of paper) are allowable without special permission, provided that accurate acknowledgment of the source is made. Permissions for extensive quotation or reproduction of this (type of paper) may be granted by my major professor, or in their absence, by the Head of the Interlibrary Services when, in the opinion of either, the proposed use of the material is for scholarly purposes. Any copying or use of the material in this (type of paper) for financial gain shall not be allowed without my written permission

Student NameMM/DD/YYYY

Appendix D: Sample Dedication Page

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I dedicate this research to my father. I love you, Dad.

Appendix E: Sample Acknowledgment Page

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ACKNOWLEDGMENTS

I would like to thank my mother, Nancy Huff, my step-father Robert Doback and my step-brother, Dale Doback. Your unwavering support throughout this process has been overwhelming and I could not have accomplished anything without you. I would also like to thank all of the committee's members for their constant reassurance and guidance throughout the process. Lastly, I would like to thank my wife, Denise, for everything.

Appendix F: Sample Abstract

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ABSTRACT

The authors examined whether an eccentric training program or a high velocity training program was more beneficial in regards to function and strength. Nineteen community dwelling older adults, between the ages of 65 and 89, from a local senior center participated in the 8-week exercise program. All participants were randomly assigned to either an eccentric or high velocity training group. A doubly multivariate analysis of variance (MANOVA) with one-between subjects factor and repeated measures was used to examine group and time differences. This analysis revealed that no differences existed between the groups ($p > .05$). However, there were within group differences for both the high velocity and eccentric groups. For both groups, walking speed, 8-foot up-and-go time, chair stand, leg extension strength, leg curl strength, and leg press strength increased from pre-intervention to post-intervention ($p < .05$). This suggests that a high velocity training program provides similar results as an eccentric training program, but with less total work. The eccentric training group trained at a higher percentage of their 1RM and tested with higher loads, which may suggest that a longer exercise program would show the eccentric training group to be stronger and more functional. Fitness practitioners dealing with an older adult population should focus on training with all types of training velocities. Not only are these types of training modalities safe for this population, but they also can improve their ability to perform activities of daily living.

Appendix G: Sample Table of Contents

TABLE OF CONTENTS	vi
CHAPTER I: INTRODUCTION.....#	
Topic (Level 1 Heading, indented one time in Table of Contents, TOC).....#	
Topic.....#	
CHAPTER II: SYNTHESIS OF RESEARCH LITERATURE.....#	
Topic (Level 1 Heading, indented one time in TOC).....#	
Subtopic (Level 2 Heading, indented two times in TOC).....#	
Subtopic.....#	
Sub-subtopic (Level 3 Heading, indented 3 times in TOC)...#	
Topic.....#	
CHAPTER III: METHOD.....#	
CHAPTER IV: RESULTS.....#	
CHAPTER V: DISCUSSION.....#	
REFERENCES.....#	
APPENDICES.....#	
Appendix A: Title.....#	
Appendix B: Title.....#	

Appendix H: Sample List of Tables

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LIST OF TABLES	
Table 2.1.....	#
Table 2.2.....	#
Table 3.1.....	#
Table 4.1.....	#
Table 4.2.....	#
Table 4.3.....	#
Table 5.1.....	#

Note: The format for List of Figures follows these same guidelines.

Appendix I: Field Study/Thesis/Dissertation Formatting Checklist

Several procedural steps are required for the completion of field study, theses, and dissertation reports. The goal of using the following checklist is to promote a correctly formatted document at time of submission.

Checklist:

- Margins: 1" top, bottom, right and left
- Pagination: upper right-hand corner of the paper (1 inch from the top right corner).
- Pagination: Preliminary pages, lower case Roman numerals; Text pages, Arabic numerals
- Font: Times New Roman, 12 point
- Double spacing
- No widows or orphans
- Italicize statistical expressions (e.g. *n*, *p*, *r*)
- Title page
- Completed Signature page
- Completed Statement of Permission to Use page
- Dedication page (optional)
- Acknowledgment page (optional)
- Abstract
- Table of Contents (correctly formatted, including all necessary headings from document)
- List of Tables, Figures, Charts or Symbols (if applicable)
- Body of dissertation/thesis
- Reference page
- Appendices
- IRB approval (if research involves human subjects, education student must submit even if using archival data)
- IACUC approval (if research involves vertebrate (non-human) animals)

Appendix J: Field Study/Thesis/Dissertation Submission Checklist

Several procedural steps are required for the completion of field study, theses, and dissertation reports. The goal of using the following checklist is to facilitate a smooth progression throughout the process.

Checklist:

Field Study/Thesis/Dissertation defense completed

Complete any revisions required by committee (if applicable)

Approval and signature of committee members (page to be included in document prior to ProQuest submission)

Complete any department-specific forms and return to program coordinator (e.g., Verification form for students in the College of Education, Program Selection and Completion form for students in the Department of Biology)

Program coordinator/advisor completes necessary checks in Degree Works to indicate successful completion of defense

Submit Field Study/Thesis/Dissertation to ProQuest (due at least 3 weeks prior to graduation) Note: Students in the MA in English program see program requirements regarding submission.

Complete any edits required by the College of Graduate Studies and resubmit corrected document to ProQuest

Once final version has been approved by the College of Graduate Studies, the document is sent to the library for indexing. This is handled by College of Graduate Studies.

After indexing, final document approved and delivered to ProQuest. This is handled by College of Graduate Studies.

Final check in DegreeWorks indicating the completion and submission process for the document is complete. This is handled by the College of Graduate Studies.