

MANUAL FOR THE PREPARATION OF
THESES AND FIELD STUDY REPORTS



College of Graduate Studies
Austin Peay State University
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PREFACE

The quality of a master's thesis and an educational specialist field study report is determined by the student in conjunction with the student's major professor and committee members. This manual is designed to facilitate consistency in the development of scholarly work in a format acceptable by Austin Peay State University while allowing flexibility to meet the needs of the various disciplines of the University.

The College of Graduate Studies has the responsibility to help graduate students know about the quality and proper formatting necessary to publish excellent scholarly works. Any proposed deviation from the guidelines contained in this manual must be referred for approval to the Dean of the College of Graduate Studies.

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CHAPTER I

Introduction

Austin Peay State University is committed to assisting graduate students and faculty members in meeting the goals of consistency, organization, attractiveness, and correctness in the preparation of theses and field study reports (hereafter referred to as “the paper” unless otherwise specified). 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. In contrast, 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. When this manual and the discipline-specific publication manual contradict, students will follow this manual rather than the discipline-specific one. (For a list of discipline-approved manuals, see Appendix A.)

The student’s graduate chair and committee members have the responsibility 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.

Plagiarism is unacceptable at Austin Peay State University and will result in disciplinary action. In *Merriam-Webster’s Collegiate Dictionary* (2008) to plagiarize is defined as appropriating as one’s own the writings, ideas, and so on, of another. Material taken from another source should be appropriately cited as required by the discipline specific publication manual. Extreme caution should be taken by the student to avoid the appearance of plagiarism.

Honesty: It is the responsibility of **ALL APSU** students to read, become acquainted with, and adhere to the Student Code of Conduct.

Academic dishonesty may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to, a grade of “F” on the work in question, a grade of “F” in the course, reprimand, probation, suspension and expulsion. (APSU, 2011, p. 197)

Other definitions for academic dishonesty include the following:

1. **Cheating:** Intentionally using unauthorized material, information, or study aids in any work submitted for credit. Examples include giving or receiving answers to others in a testing situation; having possession of test materials without permission; submitting work completed by someone else as your own work; and, falsifying research data or other research material, to list a few.
2. **Fabrication:** Intentional and unauthorized invention of any information or citation in an academic exercise.

3. **Plagiarism:** Deliberate use of ideas, words, or statements of another person as your own without proper acknowledgement being given. If you place your name on a piece of work, you are saying that it is yours, that the praise or criticism due to it is due to you ONLY. To place your name on a piece of work, any part of which is not yours, is plagiarism, UNLESS that piece is clearly marked and the work from which you have borrowed it is fully identified. If you paraphrase, you merely translate from another's language to yours; of course, another person's ideas, in YOUR language, are still not your ideas. Paraphrase, therefore, with **proper** documentation. Plagiarism consists of:

a. taking ideas from a source without clearly giving **proper reference** in a way that identifies the original source of the ideas and distinguishes the paraphrased material from your own;

b. indirectly quoting or paraphrasing material taken from a source without clearly giving **proper reference** in a way that identifies the original source and distinguishes the paraphrased material from your own compositions;

c. directly quoting or exactly copying material from a source without giving **proper reference** or otherwise presenting the copied material as your own creation.

4. **Facilitating Academic Dishonesty:** Intentionally knowingly helping, or attempting to help, anyone do any of the above!

CHAPTER II

The Essentials

This manual is designed to provide information in the preparation of theses and field study reports. Technical parameters within which the student should work are established. 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.

Paper

All four final copies of the paper must be on 20 pound bond, watermark paper. The APSU watermark paper is preferred and is available from APSU's Printing Services. The same paper should be used throughout the paper. The watermark should be in the correct position on all pages.

Font

Times New Roman is acceptable at 12-pt. Type should appear on only one side of the paper.

Margins

All copies must have margins on all pages as specified by A and B below.

- A. The left margin must be one and one-half inches.
- B. The top, bottom, and right margins must be one inch.

Spacing

The paper should be double-spaced throughout. New paragraphs should be indented. For other spacing requirements, the departmental style manual should be followed.

Corrections and Revisions

The original font and format should be followed for all corrections and revisions.

Pagination

Preliminary pages should be numbered using small Roman numerals. The title page is the first page and holds a page place but does not include the page number. Text pages use Arabic numbers placed in the upper right hand corner of the paper.

Order

Pages of the paper should be in the following order. Those pages indicated as optional may be omitted. Example preliminary pages are provided in Appendix B.

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

- 1 Title Page (First page but unnumbered)
- 2 Copyright Page (optional)
- 3 Signature Page (unnumbered)
- 4 Statement of Permission to Use
- 5 Dedication (optional)
- 6 Acknowledgements (optional)
- 7 Abstract (begins “i” numbering)
- 8 Table of Contents (with Chapter # and name and Sub-Headings. Also the following may be included:

List of Tables (if applicable)

List of Figures and Charts (if applicable)

List of Symbols (optional)

- B Text: Each chapter begins on a new page. Roman numerals should be used to indicate chapters.
- C References: All references should conform to the style manual approved by the student's department.
- D Appendices: All appendices should conform to the style 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 style 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.

- A. The abstract should not exceed 350 words.
- B. Margins should be consistent with remainder of paper.
- C. Beginning at the left margin, two spaces below the typed word ABSTRACT, include the following information:

FULL NAME OF STUDENT. Title of paper (Under the direction of

NAME OF PROFESSOR).

For Example:

JUNE D. LEE. Exploring Spirituality as a Factor in Transcending Alcoholism. (Under the direction of DR. DIXIE DENNIS).

- D. At a minimum, the abstract headings should include Purpose, Methods, Results, Discussion, and Conclusions.

Copy Submission

With approval of the chair of committee, the student should provide each committee member with a draft copy of the completed paper at least four weeks in advance of proposed defense of the study. After the study has been successfully defended, the student should complete the following tasks:

- A Make all corrections and/or changes required by committee members.
- B Submit copy of corrected paper to committee chair for approval.
- C Submit four final copies to the College of Graduate Studies by the deadline for the semester in which the student intends to graduate. The final copies should be on watermark bond paper. Original signatures required on signature page. Place each of the four copies in an envelope with the following information on each copy:
 - 1 Student's name and identification number (A number)
 - 2 Full title of paper
 - 3 Major department
 - 4 Total number of pages, including preliminary pages
 - 5 Type of paper (i.e., Thesis or Field Study)

D. For placement in the student's file, the student also must submit a copy on non water marked typing paper to the College of Graduate Studies.

Binding

The College of Graduate Studies will arrange for binding of the corrected final paper. Binding fees must be paid by the student at the time of submission. The four copies required include one bound copy for the student. Students may submit additional copies for binding with the appropriate fees as determined by the Graduate School.

Deadlines

The student is responsible for meeting all deadlines established by the College of Graduate Studies. All copies of the paper must be submitted by the two-week deadline to be eligible for graduation. Late submission of the required final copies will result in graduation postponement until the following semester. A "Best Thesis" award is given to a student immediately before each graduation ceremony—if the selection committee members agree that the thesis is worthy of such distinction.

CHAPTER III

Preliminary Pages

Preliminary pages are listed in Chapter II of this manual. Examples of each page are provided in Appendix B. Although a copyright is not required, if the student wishes to have the paper copyrighted, the copyright page follows immediately after the title page.

Title Page

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. The student's name should be the registered name on file with the University. The wording and format should be as indicated in Appendix B.

Copyright Page (optional)

Copyrighting establishes a public record of the scholarly work. If the student decides to copyright the paper, the copyright page should follow the format of the example in Appendix B.

Signature Page (unnumbered)

The signature page for each copy of the final paper must contain original signatures. Photocopies of signatures will not be acceptable. The signature pages must be on 20 pound watermark paper. The student should bring an original signature page for each copy of the paper to be bound to the defense of the study. The committee members will sign each page upon successful defense of the paper. The signature page must conform to the example provided in Appendix B.

Dedication (optional)

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 B.

Acknowledgements (optional)

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 acknowledgement should be specific and brief. Include any permission to quote copyrighted material and acknowledgements for grants and special funding.

Abstract

See abstract in “The Essentials.” Refer to the example Abstract in Appendix B.

Table of Contents

The table of contents for the paper should follow the guidelines included in the approved manual of the department. The chapters and chapter sub chapter titles should be exactly as they are in the text.

List of Tables, Figures, and Charts (if applicable)

Consult the manual approved by the department for guidelines. 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.

List of Symbols (optional)

The student’s chair should be consulted prior to the inclusion of a list of symbols. Symbols that are unfamiliar should be explained.

Order of Items in Table of Contents

Chapter I: Introduction 1

(List all Chapters and Headings underneath).....page #

List any Tables, Figures, Charts, Symbols.....

References.....

Appendices.....

Vitae.....

CHAPTER IV

Divisions of the Text

Theses and Field Study Reports are divided into chapters. Chapters are numbered with Roman numerals. A new chapter begins on a new page. The first chapter may be the introduction. It is labeled as CHAPTER I. Each subsequent chapter is numbered in order. Each chapter should be in all capital letters, for example, CHAPTER I, which is centered on the page. The title of the chapter should be centered two spaces below the chapter number with major words capitalized (See examples below). If the title of the chapter is more than one line, it should be double spaced and centered in an inverted pyramid. Typically, the chapter titles are Introduction; Review of Literature; Methods; Results; and Discussion and Conclusions.

Examples:

<p>CHAPTER I</p> <p>Introduction</p> <p>-----</p> <p>CHAPTER II</p> <p>Review of the Literature</p>

Each chapter may contain subdivisions. The manual approved by the department should be consulted for headings of subdivisions. The format should be consistent throughout the paper. Additionally, the content for each chapter should follow departmental guidelines.

CHAPTER V

References

References used in the study must be included in the Reference list. The Reference list should follow the discipline-specific style manual. The approved manual for the student's department should be consulted for additional information regarding the style and format of the reference. Each reference cited in the text must be included in this section.

CHAPTER VI

Style

Tense

The paper is written in past tense except for Chapter V, i.e., Conclusions, which is written in present tense. By reporting conclusions in the present tense, the reader is allowed is joining the writer in his/her deliberations of the matter.

Sentences

Clear communication is the prime objective of scientific reporting (APA, 2005). Sentences should be precise and clearly written. Thoughts should flow smoothly from one to the next without unnecessary wordiness and redundancy. Make sure that sentences are written in a manner to convey exactly what you wish them to convey. Grammatical errors, typographical mistakes, incorrect spelling, and careless construction of sentences distract from the meaning of the paper.

Capitalization

Avoid over capitalizing. If unsure of the capitalization rule of a word, check a handbook of composition or dictionary.

Words Often Confused

Become familiar with words that are often confused. “Affect and effect,” while and although,” and “their and there” are a few examples. A college handbook on composition provides information on these words.

Numbers

Numbers typically are expressed as follows:

- 1 Express numbers 10 and above numerically.

- 2 Express numbers nine and below in words.
- 3 Exceptions:
 - a A number that begins a sentence is always written in words.
 - b All numbers below 10 grouped with numbers above 10 are expressed numerically. For example, “6 of 55 test items,” “3 and 13 lines,” and “6 of the 100 responses.”
 - c Numbers fewer than 10 that represent time, mathematical functions, dates, ages, sample, subsample, population size, specific numbers of subjects in an experiment, scores/points on a scale, and exact sums of money are expressed numerically rather than in words. For example, 3 weeks ago; 1 hr 34 min, 4 participants, 9 rats, paid \$9 each, multiplied by 5 and so on.

Abbreviations

Abbreviations should only be used when it is unreasonable to spell the word. For example, when expressing a percentage number, use 25 percent not twenty-five percent.

Quotations

When using another’s work or ideas, it is required that the source is acknowledged. Quotations marks should be used to indicate quoted material of fewer than 40 words. Quotations of 40 words or more are indicated by a block format without quotation marks. Start the block on a new line and indent the block approximately $\frac{1}{2}$ inch. Provide the author, year, and specific page of the quoted material in the text with a complete reference in the reference list.

Institutional Review Board (IRB)

If the research conducted involves human subjects, the approval of the APSU IRB must be obtained. The approval must be indicated in the Methods section and a copy of the approval form should be placed in an appendix.

Hyphenation

Avoid mistakes in hyphenation. A hyphen should not be used unless it serves a purpose. *Merriam-Webster's Collegiate Dictionary* (2008) is the approved source for correct hyphenation.

Preferred Spelling

Merriam-Webster's Collegiate Dictionary (2008) is the spelling reference approved for papers. When several spelling choices are provided, use the first spelling in the dictionary. Plural and singular forms of some words can be confused. Consult the dictionary for the appropriate spelling of the word. Remember that plural verbs are required with plural nouns.

References

- American Psychological Association. (2006). *Publication manual of the American psychological association* (6th ed.). Washington, DC: Author.
- Austin Peay State University. (2011). *Student code of conduct*. Retrieved October, 2011, from http://www.apsu.edu/student_affairs/pdf/acadandclassrmmisconduct.pdf
- Merriam-Webster Colligate Dictionary* (11th ed.). (2008). Springfield, MA: Merriam-Webster.
- University of Chicago. (2010). *The Chicago manual of style* (16th ed.). Chicago, IL: Author.

APPENDIXES

APPENDIX A

Approved Manuals by Departments, School, Colleges

APPROVED MANUALS BY SCHOOLS AND DEPARTMENTS

If more than style manual is listed, the first one is the primary manual.

College of Arts and Letters

- Communications
(No information was sent.)
- *Publication Manual of the American Psychological Association*
- History and Philosophy
Chicago Manual of Style
- Language and Literature
Modern Language Association Style
- Music
Chicago Manual of Style

College of Behavioral and Health Sciences

- Health and Human Performance
Publication Manual of the American Psychological Association
Departmental Guidelines
- Nursing (School of)
Publication Manual of the American Psychological Association
- Psychology
Publication Manual of the American Psychological Association
- Social Work
Publication Manual of the American Psychological Association
Pocket Guide to APA Style (2012)

College of Business

Publication Manual of the American Psychological Association
Chicago Manual of Style
Modern Language Association Style

College of Education

Publication Manual of the American Psychological Association

College of Science and Mathematics

- Biology

APSU Center at Ft. Campbell—School of Technology and Public Management

- Professional Studies
Publication Manual of the American Psychological Association

APPENDIX B

Sample Pages

Title of Paper

A (type of paper)

Presented to

The College of Graduate Studies

Austin Peay State University

In Partial Fulfillment

Of the Requirements for the Degree

(Type of Degree)

Student Name

Month, Year (Graduation)

Copyrighted © Degree Year

By

(Name)

All Rights Reserved

Month, Year (of graduation)

To the College of Graduate Studies:

We are submitting a (type of paper) written by (student name) entitled “title of paper.” We have examined the final copy of this (type of paper) for form and content. We recommend that it be accepted in partial fulfillment of the requirements for the degree of (degree name).

Research/Committee Advisor/Chair

Committee Member

Committee Member

Committee Member

Accepted for the Graduate and Research Council

Dean, College of Graduate Studies

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 field study are allowable without special permission, provided that accurate acknowledgement of the source is made.

Permissions for extensive quotation or reproduction of this field study may be granted by my major professor, or in his/her 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.

Signature

Date

ABSTRACT

JUNE D. LEE. Exploring Spirituality as a Factor in Transcending Alcoholism (Under the direction of DR. DIXIE DENNIS.)

Purpose: The purpose of this study was to...

(No more than 350 words.)

APPENDIX C

Checklist for Completing Theses and Field Study Reports

CHECKLIST FOR COMPLETING THESES AND FIELD STUDY REPORTS

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

Steps in Completing the Paper

1. Select topic for paper with Committee Chair.
2. If the study involves human subjects, complete IRB application (with Committee Chair).
3. Register for Thesis/Field Study course and enroll continuously until the manuscript is accepted by the College of Graduate Studies.
4. Develop proposal with committee.
5. After proposal is approved by committee, and IRB approval (if applicable) is obtained, collect data and analyze.
6. Provide draft copy of completed study to committee for review.
7. Once approval is given from committee, schedule oral defense of study.
8. After successful defense of study, make any needed corrections/edits, provide a minimum of four copies on watermark paper (plus 1 non-watermarked copy) to the College of Graduate Studies, and pay fees.

Checklist

_____ Style Manual followed.

_____ 1. Title Page

_____ 2. Copyright Page (Optional)

_____ 3. Signature Page

- _____ 4. Dedication Page (Optional)
- _____ 5. Acknowledgements (Optional)
- _____ 6. Abstract (Not to exceed 350 words.)
- _____ 7. Table of Contents
- _____ 8. List of Tables (If applicable)
- _____ 9. List of Figures and Charts (If applicable)
- _____ 10. List of Symbols (If applicable)
- _____ 11. Text divided in to chapters designated by Roman numerals & titles
- _____ 12. References
- _____ 13. Appendixes
- _____ 14. Institutional Review Board Approval Letter (If applicable)

Paper

- _____ 20 pound watermark paper (APSU watermark paper preferred)

Font

- _____ Standard 12-pt Times New Roman

Margins

- _____ 1.5 inch left margin on all pages.
- _____ 1 inch top, right, and bottom margins on all pages

Spacing

- _____ Double spaced with first line of new paragraph indented
- _____ Each page is assigned a page number (Title page holds a number that is not displayed)
- _____ Preliminary pages are numbered with small Roman numerals