

# **Dissertation and Thesis Manual**

Instructions for the preparation of Dissertations  
and Theses

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### **Questions**

For questions related to the preparation of the Thesis/Dissertation, please contact the College of Graduate Studies at 931-221-7414 or [gradstudies@apsu.edu](mailto: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 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 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 theses, dissertations, and field study reports (hereafter referred to as “the paper” unless otherwise specified). When this manual and the discipline-specific publication manual contradict, students will follow this manual rather than the discipline-specific one.

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.

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.

### **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](mailto: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 theses and dissertations must have the IRB approval letter attached as an appendix at the back of the theses or dissertation.

If you have questions or concerns related to Institutional Review, please call 931-221-7881 or email [irb@apsu.edu](mailto:irb@apsu.edu).

## CHAPTER II: ORGANIZATION AND FORMAT

This chapter is designed to provide information for the preparation of theses, dissertations, and field study reports. It establishes technical parameters for the students 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.

### **Font**

Times New Roman is acceptable at 12-point font.

### **Margins**

The left should be 1.5 inches, the top should be 1.25 inches, and the bottom and right should be one inch.

### **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. For other spacing requirements, the discipline specific publication 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 lower case Roman numerals. 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. Signature Page (unnumbered)
  - C. Statement of Permission to Use
  - D. Dedication (optional)
  - E. Acknowledgements (optional)
  - F. Abstract
  - G. Table of Contents (with Chapter # and name and Sub-Headings). Also the following may be included:
    - i. List of Tables (if applicable)
    - ii. List of Figures and Charts (if applicable)
    - iii. List of Symbols (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 include a brief summary of findings; the student and committee chair will determine the content that should be included.
4. The student's name, degree, or thesis/dissertation title should not be included on this page.

## **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:

1. Obtain signatures from all committee members on the Document Approval Sheet, Signature Page, and the appropriate Verification of Completion form for Thesis/Dissertation.
2. Make all corrections and/or changes required by committee members.
3. Submit a copy of corrected paper to committee chair for approval.
4. Once the final copy is approved, the student's advisor should submit the Document Approval Sheet, Signature Page, and the appropriate Verification of Completion form for Thesis/Dissertation to the College of Graduate Studies, all of which will be filed in the College of Graduate Studies.
5. Submit a PDF version of the paper to the College of Graduate Studies at [gradstudies@apsu.edu](mailto:gradstudies@apsu.edu). This will then be submitted to the Library repository, Aspire.
6. Submit the paper to ProQuest (see CHAPTER IV for instructions).

## **Binding**

Bound copies are no longer required by the College of Graduate Studies, but if a student would like a bound copy of his/her thesis or dissertation, he/she can request it through ProQuest. The details for ordering bound copies are provided on the ProQuest website at (<http://www.etsadmin.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 (Document Approval Sheet, Signature Page, the appropriate Verification of Completion form for Thesis/Dissertation, and a PDF version of the paper) two weeks prior to the graduation date for the term you are graduating.

### 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 (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)**

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

#### **Signature Page (unnumbered; Appendix B)**

The Signature Page is required to be signed (original signatures) by all members of the committee and conform to the example provided in Appendix B. The document must be submitted to the College of Graduate Studies prior to the upload of the thesis/dissertation to ProQuest. This document ensures that all committee members have read and approve the thesis/dissertation. The last signature line should be designated for the Dean of the College of Graduate Studies (please see Appendix B for an example).

**Statement of Permission to Use (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.

**Dedication (optional; 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.

**Acknowledgements (optional; 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 acknowledgement should be specific and brief. Include any permission to quote copyrighted material and acknowledgements for grants and special funding. Pagination is lower case Roman numerals.

**Abstract (Appendix F)**

Every thesis/dissertation is required to have an abstract. The content will be determined by the student and the committee chair, but it must be kept to a word limit of 350 words. Pagination is lower case Roman numerals; this page should not be listed in the Table of Contents.

**Table of Contents (Appendix G)**

The Table of Contents for the paper should follow the guidelines of the discipline specific publication manual approved by the committee chair. The chapters and sub chapter titles should be exactly as they are in the text; pagination

is lower case Roman numerals. Do not include Table of Contents in your Table of Contents page.

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

Consult the discipline specific publication manual approved by the committee chair 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**

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; pagination is lower case Roman numerals.

## CHAPTER IV: THESIS/DISSERTATION DEFENSE AND SUBMISSION

### **Defense of Thesis/Dissertation**

Once all committee members have read through the final thesis and the student has made all of the recommended changes, the student will need to defend his/her thesis/dissertation; the defense will be open to the University community. The defense is administered by the committee chair and all committee members must attend.

### **Submission of Thesis/Dissertation to ProQuest**

Beginning in Fall 2018, the College of Graduate Studies will no longer be accepting hard copies of the thesis/dissertation; all papers must be submitted using ProQuest (<http://www.etdadmin.com/apsu>) first and then a PDF version should be sent to [gradstudies@apsu.edu](mailto:gradstudies@apsu.edu) so the paper can also be loaded into the Library repository, Aspire. After the student has successfully defended the Thesis/Dissertation and after all of the approval/verification forms have been signed, the student can submit his/her paper to the ProQuest website listed above. Below are the instructions for the student submission.

1. From the main page of the ETD Administrator site (<http://www.etdadmin.com/apsu>), you can begin by clicking on the Submit my dissertation/thesis link.
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 our 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 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.

APPENDICES

**Appendix A: Sample Title Page**

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

By

Brennan Huff

A Thesis Submitted in Partial Fulfillment  
of the Requirements for the Degree of  
Master of Arts in Teaching

Austin Peay State University  
2018

Thesis Committee:

Dr. Steve Butabi, Committee Chair

Dr. Phil Weston

Dr. Jackie Moon

Dr. DeAngelo Vickers

**Appendix B: Sample Signature Page**

THESIS EXAMPLE:  
THIS DOCUMENT PROVIDES GUIDELINES FOR WRITING YOUR  
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

\*\*This page is not to be included in the thesis/dissertation, but must be submitted to the College of Graduate Studies (with original signatures) before the thesis/dissertation will be reviewed and processed in ProQuest.

**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 acknowledgement 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 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

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

### 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

See example at the beginning of this document.

## Appendix H: Thesis/Dissertation Checklist

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

### Checklist:

- \_\_\_ Thesis/dissertation defense completed
- \_\_\_ Approval and signature of committee members
- \_\_\_ Completed signature page submitted to the College of Graduate Studies
- \_\_\_ Completed Document Approval Sheet submitted to the College of Graduate Studies
- \_\_\_ Completed Verification of Complete Form for Thesis/Dissertation submitted to the College of Graduate Studies
- \_\_\_ PDF version of paper submitted to the College of Graduate Studies
- \_\_\_ Margins: 1.5" left, 1.25" top, 1" right and bottom
- \_\_\_ Font: 12 point
- \_\_\_ Title page
- \_\_\_ Dedication page (optional)
- \_\_\_ Acknowledgement page (optional)
- \_\_\_ Table of Contents
- \_\_\_ Abstract
- \_\_\_ List of Tables, Figures, Charts or Symbols
- \_\_\_ Body of thesis/dissertation
- \_\_\_ Reference page
- \_\_\_ Appendices
- \_\_\_ IRB approval (if necessary)
- \_\_\_ Correct pagination
- \_\_\_ Double spacing
- \_\_\_ No widows or orphans
- \_\_\_ Italicize statistical expressions (e.g. *n*, *p*, *r*)