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INTRODUCTION

Congratulations! You are about to start one of the most critical assignments in your academic career, writing your thesis. Your thesis demonstrates that you are capable of sustained and original scholarly work. This manual will guide you through the steps necessary to prepare and submit a manuscript worthy of publication.

You will most likely use Microsoft Word or LaTeX to prepare the first drafts of your thesis. Once you pass the thesis defense, you will convert the manuscript to an Adobe PDF document, and then submit the file to the Graduate College through the ProQuest/UMI network.

For the most part, you will use the professional style guide commonly used in your discipline. Most Marshall University students use American Psychological Association, Chicago, or MLA. There are, however, specific style guidelines you will need to follow for complying with Marshall University’s publication guidelines.

Your title page and many of the early sections of the thesis will follow a standard used for all Marshall thesis projects regardless of discipline. Similarly, you will include figures and tables in your text rather than putting them at the end of the paper as required by most style manuals. Your thesis will also need to include other information such as the approval you received from the Office of Research Integrity.

This manual will help you with each section of the thesis. Indeed, you will find a sample thesis at the end of this guide. Also, you will find a Word thesis template on the Graduate College webpage that will help you prepare a correctly formatted manuscript.

Once submitted, a Graduate College reader will proofread your work, note any corrections to be made, and return the thesis for revision and resubmission. When the revised document is in good form, I will notify you by email that I approved your work for publication.

The faculty of the Graduate College wishes you well in your research and writing. If you have any questions, please do not hesitate to ask.

David J. Pittenger, Ph.D.
Dean of the Graduate College

1 Technically speaking, students earning a master’s degree write a thesis. Students earning a doctorate write a dissertation. I will use thesis as a generic term to avoid the cumbersome affectation, “thesis/dissertation.”
TIMELINE FOR COMPLETING A THESIS

☐ Form a thesis advisory committee consisting of a chairperson and at least two additional people. Each department has procedures for creation of this committee.

☐ Identify a project that the members of the committee agree meets the expectations of the department for a worthy scholarly project.

☐ Review with advisor enrollment in courses the program requires for a thesis/dissertation project.

☐ Contact Bruce Day of the Office of Research Integrity (day50@marshall.edu) requesting approval of your research. All students conducting a thesis project must complete this step before starting the project.

☐ When approved by the Office of Research Integrity, begin the project. Meet with the committee chair as necessary to review your progress.

☐ Write thesis manuscript using the Graduate College Word® or the LaTeX® template prepared by the Department of Mathematics.

☐ Share drafts of your manuscript with the members of the committee as directed by them.

☐ Apply for graduation: https://www.marshall.edu/graduate/application-for-graduation/

☐ Schedule a defense of your thesis. Please note deadlines for submitting the final draft of your approved thesis. Late submission may delay your graduation.

☐ Revise your manuscript after the defense as directed by your committee.

☐ Convert your document to the Adobe® PDF format and submit: http://www.edtadmin.com/cgi-bin/home
AS YOU PREPARE TO WRITE

PLANNING FOR SUCCESS

Before you begin work on your thesis, we ask that you consider the following points with care. We present these to ensure you understand your responsibilities as the author of the thesis and the importance the Graduate College and Marshall University place on the integrity of scholarly research.

OFFICE OF RESEARCH INTEGRITY REQUIREMENT

You must contact the Office of Research Integrity before you begin your research regardless of your topic or your methods. There is no exception to this rule.

Federal regulations govern the use of human participants, animal care, radiation, legend (proprietary) drugs, recombinant DNA, and the handling of hazardous materials in research. Several federal agencies oversee these forms of research. Because of these regulations, all Marshall University students, faculty, and staff – regardless of the type of research – must comply with these regulations.

- You must submit a copy of your abstract to Bruce Day (day50@marshall.edu), Director, Office of Research Integrity. Mr. Day will then determine whether your research will require additional review to protect the rights of human participants, the welfare of animals, and the safety of the investigators and the university community.

- If the thesis requires a compliance review, Mr. Day will direct you to the appropriate Institutional Review Board coordinator for assistance. If the thesis does not require a compliance review, Mr. Day will send you a letter stating that determination.

Every thesis must include a letter from the Office of Research Integrity indicating whether or not the project required a compliance review. You must add this correspondence in Appendix A.

ROLES AND RESPONSIBILITIES OF THE THESIS COMMITTEE

The roles and responsibilities of the faculty serving on a student’s thesis committee are manifold. In essence, the members of the committee help the student demonstrate the ability to plan and execute a scholarly and creative project while developing an expertise within the discipline. To this end, the members of the committee advise the student to ensure he or she has identified a project that will sufficiently challenge his or her skills, make use of appropriate disciplinary research and creative methods, and be completed using available resources in a timely manner. The members of the committee also ensure the highest quality of the published thesis by requiring the student to submit a final thesis
that conforms to the preferred editorial guidelines of the discipline and the Graduate College. As such, the signature page included in the thesis verifies that the faculty have read with care the thesis to ensure the student’s work is without error in the form, substance, and expression of the student’s work. The members of the committee sign this page once the student has prepared a final draft of the approved thesis and affirm that the work meets the editorial standards of the Graduate College. (Marshall University Graduate Catalog, 2018-2019)

THE RESPONSIBILITY OF THE GRADUATE STUDENT

As the author of the thesis, you have sole responsibility for the content of the manuscript. Among these responsibilities is your adherence to the ethical guidelines of the academic community, your academic discipline, and standards maintained by Marshall University through the Office of Research Integrity. Similarly, you are responsible for understanding and following Marshall University’s policies covering academic honesty regarding plagiarism and falsification of information. Finally, you have final responsibility for the presentation of a thesis that follows the editorial guidelines outlined in this guide.

PLAGIARISM

You must document all information you use from another source. Here is the definition of plagiarism from the MU Graduate Catalog:

Submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes:

- Oral, written and graphical material;
- Both published and unpublished work.

It is the student’s responsibility to clearly distinguish his or her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source.

Students are responsible for both intentional and unintentional acts of plagiarism.

Plagiarism occurs whenever you present another person’s writing, ideas, or other forms of expression as yours. The word comes from the Latin, plagiare, which means to kidnap or abduct. In the academic community, plagiarism is a serious offense that comes with severe punishment.
Students who submit plagiarized material in their thesis or dissertation will receive a failing grade for the thesis course(s) and not be allowed to publish their work. Academic departments may also dismiss students from a program for plagiarism.

Marshall University’s Academic Dishonesty Policy outlines all the sanctions students may experience if they plagiarize or engage in other forms of academic dishonesty such as the fabrication or improper manipulation of data:


Most academic style guides describe the preferred methods to cite the work of others including the use of quotations, substantive ideas and opinions, data, graphs and illustrations, and other forms of expression made by others. If you are not sure, definitely check with your faculty.

**HOW TO PROPERLY CITE THE WORK OF OTHERS**

The following presents examples of plagiarism and techniques to appropriately reference the origins of information you learned from others. We begin with a direct quotation from Jean Edward Smith’s book, *John Marshall: Definer of a Nation*. Given the length of the quotation, you can use the block indent to present Smith’s words. Notice that at the end of the quote is a citation to the source.

The legal precedent for judicial review, that unique American doctrine that permits the Supreme Court to declare acts of Congress and the executive unconstitutional, traces to the holding in *Marbury v. Madison*. Marshall did not say that the Supreme Court was the ultimate arbiter of the Constitution. He did not say that the authority to interpret the Constitution rested exclusively with the Court, and he certainly did not endorse grandiose schemes that envisaged the Supreme Court as a board of review sitting in judgment of each act of Congress to determine its constitutionality. He simply stated that the Constitution was law, and that as a judicial matter, it could be interpreted by the court in cases that came before it. (Smith, 1996, pp. 323-324)

There is nothing wrong with block quotations, especially if you want to focus attention on the author’s unique form of expression or if it is impossible to put the ideas into different words. Block quotations are, however, lazy. Your faculty are more interested in what you know rather than what you have read. Strive to convert the ideas of others into your own words. Just be sure you acknowledge the origins of the ideas.
**HOW TO AVOID DIRECT PLAGIARISM**
Consider the following sentence.

Marshall concluded that the Supreme Court is not the ultimate arbiter of the Constitution nor is it a board of review sitting in judgment of each act of Congress.

The author plagiarized Smith’s work by copying directly from his book. The remedy is simple; use quotations and acknowledge the source.

According to Smith (1996), Marshall concluded that “the Supreme Court [is] not the ultimate arbiter of the Constitution [nor is it] a board of review sitting in judgment of each act of Congress” (p. 323).

The revised sentence does several things. First, it refers to Smith’s book. Second, it places Smith’s words in quotations. Finally, the brackets [ ] show where the author changed some of the original text.

**HOW TO AVOID PATCHWORK PLAGIARISM**
Here is an example of plagiarism that does not use overt copying of text. Nevertheless, the author of the paragraph has plagiarized as it contains all the ideas expressed by Smith, although with different words.

Marshall concluded that the Constitution is law and that the Supreme Court can, when necessary, use it in cases under its review. He did not conclude that the Supreme Court was the sole authority to interpret the Constitution nor did he conclude that the Court reviewed the constitutionality of every law.

We can remedy the paragraph with a simple acknowledgment of Smith’s writing. The opening phrase makes clear that the following ideas came from the author’s reading of Smith.

Smith’s (1996) central thesis is that Marshall concluded that the Constitution is law and that the Supreme Court could, when necessary, use it in cases brought to it. He did not conclude that the Supreme Court was the sole authority to interpret the Constitution nor did he conclude that the Court reviewed the constitutionality of every law.

**HOW TO AVOID CITATION FAILURE PLAGIARISM**
In the final example, we read a paragraph that presents the author’s synthesis of Smith’s paragraph.
The Marbury decision affirmed the Constitution as law and that the Supreme Court could find a law unconstitutional through judicial review. Marbury did not, however, conclude that Supreme Court existed to determine the constitutionality of all Federal laws.

The paragraph is good writing in that the author presents two critical components of the Marbury ruling. The glaring problem is that nowhere in the paragraph is there a link between the facts expressed and their origins. Again, a few more keystrokes will save the day. If the author added (Smith, 1996) at the end of the paragraph, then the reader can follow the author’s idea to its source. Indeed, because Smith’s 1996 book is a secondary source, the author could refer to the original case, (Marbury v. Madison, 5 U.S. 1 Cranch 137, 1803), or both the book and the case.

The Marbury decision affirmed the Constitution as law and that the Supreme Court could find a law unconstitutional through judicial review. Marbury did not, however, conclude that Supreme Court existed to determine the constitutionality of all Federal laws (Marbury v. Madison, 5 U.S. 1 Cranch 137, 1803; Smith, 1996).

**HOW TO USE COPYRIGHTED MATERIALS**

As a generality, anything another person creates can be copyrighted. An essay, a book, a photograph, a poem, a drawing, a passage of music, a question in a psychological test, code from a computer program, and videos are all things that can be copyrighted. If you need to use the work of another person, you should assume that the material has been copyrighted and then proceed with care.

**THE DOCTRINE OF FAIR USE**

The doctrine of “fair use” governs the use of copyrighted materials in scholarly and editorial work. According to this principle, you may use a small portion of another person’s copyrighted work, such as a quotation from a book or journal article, without the permission of the owner of the copyright. Specifically, section 107 of the United States Copyright Act of 1976, defines the concept of fair use and lists four factors that determine its limits.

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In
determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature, or is for non-profit educational use;

2. the nature of the copyrighted work;

3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. the effect of the use upon the potential market for or value of the copyrighted work.

**Written Material**

As a generality, single quotations of more than 500 words exceed the fair use standard and require that you obtain written permission from the copyright owner. In most cases, the text will be from some form of publication. Note that a publication can be tangible, such as a book, or a magazine or journal article. The quotation can also come from a post on the internet, or an audio/video recording of a person speaking. Written material can also include a passage of music, lines from a computer program, or test questions. It is essential your use of others’ work follows the fair use doctrine and, if necessary, you have the permission of the owner of the copyright to use the material.

Do not assume that just because the phrase you used is short, it will falls within fair use. A Marshall student once submitted a thesis that contained question items from a popular and copyrighted psychological test. A lawyer representing the publisher of the test found the thesis using standard library search services, saw the question items, and sent a letter to the University’s President demanding revision of the thesis by removing the copyrighted materials. The Graduate College complied with haste. The lesson from this story is simple; copyright is a serious matter!

**Images**

What about pictures, graphs, maps, drawings, illustrations, a video or movie, or anything else that is an image? The same copyright rules apply. If you use an image (photograph, map, graph, or other pictorial representation) made by another person, you must document that you have permission from the copyright owner to use the image. Imagine that you want to include an illustration of the life cycle of an insect and find an ideal color illustration in a textbook. You must have the permission of the publisher to use the picture. If you do have permission to use an image, follow your discipline's style guide for proper attribution. An alternative is to make an illustration that
serves your purpose. Be sure you credit the origin of your ideas. Just as you would give credit when paraphrasing text, you will need to acknowledge the origin of your self-made illustration by adding the phrase “illustration based on Smith and Jones (2007, p. 543).”

**WORD PROCESSING SOFTWARE AND FORMATTING**

All word processors make it easy to format your thesis to conform to your discipline's editorial guidelines and the requirements of this guide. Through the software, you can control the pagination, create easy-to-read tables, add figures, and include footnotes.

Although you may feel comfortable using the features of a program such as Microsoft Word®, some options may make your work easier. To review how to use these, we highly recommend you make use of the online tutorial service, *Lynda*®, that is free to all Marshall University students. You can login to the service at [http://www.marshall.edu/lynda/](http://www.marshall.edu/lynda/). Once you have logged in, you can search for the word processor you will use for your thesis.

**EndNote X8®**

As a student of Marshall University, you may download a free copy of *EndNote X8®*. The program helps create a bibliography and add citations to your thesis. To download a copy of the program to your computer, use [https://www.marshall.edu/graduate/citation-information/](https://www.marshall.edu/graduate/citation-information/). The page will show you how to download and activate the software and provides a link to a *Lynda* video tutorial on its use.

**Graduate College Template**

The graduate college created a customized *Word®* template that follows all the formatting conventions presented in this guide. The template is available online at [http://www.marshall.edu/graduate/files/Thesis-Template-2018-2019.docx](http://www.marshall.edu/graduate/files/Thesis-Template-2018-2019.docx).

The template along with instructions for use are at the end of this guide.

**A Special Note for *LaTeX®* Users**

*LaTeX®* is a high-quality typesetting system that is the standard for many mathematical and scientific documents. This useful program allows users to prepare manuscripts that include complex equations as well as text, tables, figures, and other materials. Indeed, once finished, an author can submit a *LaTeX®* file to a publisher for immediate preparation for publication.

While designed for authors working in mathematics and the natural sciences, the *LaTeX®* system requires detailed knowledge of its coding system. Professor Carl Mummert of the Department of Mathematics ([mummertc@marshall.edu](mailto:mummertc@marshall.edu)) has developed a style template that integrates the style conventions of this manual with those
used by mathematicians. He will gladly share this template with all interested students. To learn more about \LaTeX® and to download resource materials, please see [http://www.latex-project.org/](http://www.latex-project.org/).

**READ THE FOLLOWING BEFORE YOU SUBMIT YOUR WORK!**

Reviewing your thesis is a labor-intensive and time-consuming process. Our goal in reviewing your final draft is to ensure your thesis meets all the formatting and stylistic conversions outlined in this guide. The review is not a copyediting service. It is your responsibility to ensure your work is free of errors in spelling, grammar, and syntax. Similarly, we expect concordance between your tables of contents, figures, and tables and the text; and between your in-text citations and references.

If after reading several pages of a thesis, the Graduate College finds numerous errors in formatting, grammar, spelling, punctuation, and other deviations from prescribed style, we will stop and return the work to you asking that you revise and resubmit your thesis. Returning the work to you for further editing may delay your graduation. As such, we ask that you work hard to ensure your submission is free of errors. If we do ask you to make minor revisions, we ask that you make only those changes to the manuscript and leave the rest of the work as is.
THE LIBRARY

No graduate student can write a thesis or dissertation without the resources provided by an academic library. Every thesis submitted to the Graduate College, regardless of topic, has a bibliography or reference section. Those things listed in the bibliography came from a library or some archive. All this is to say that your thesis will require library work.

WHAT IS A LIBRARY?

Here is a definition of “library” provided by Wikipedia.

A library is a collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material, and may be a physical building or room, or a virtual space, or both. A library’s collection can include books, periodicals, newspapers, manuscripts, films, maps, prints, documents, microform, CDs, cassettes, videotapes, DVDs, Blu-ray Discs, e-books, audiobooks, databases, and other formats. Libraries range in size from a few shelves of books to several million items. (https://en.wikipedia.org/wiki/Library, accessed April 26, 2018)

Although the definition is at a superficial level correct, it is fundamentally wrong. A library is not a place for “a few shelves of books.” A library is a service center that helps people locate and acquire information.

You, as a student at Marshall University, have free access to all available information that is related to your personal and professional interests.

Looking for a contemporary novel written in the Southern Gothic genre?
Go to the library.

Do you need photographs documenting migrant tribes in the sub-Sahara between 1920 and 1940?
Go to the library.

Need to find the most recent research related to the medical application of hydrophilic surfactant proteins?
Go to the library.

Want to see what you are looking for that is not “on Google®”?
Go to the library!

LIBRARIES ARE BETTER THAN GOOGLE®

Yes, it is true! You can find more in the library that is related to your interests than you will ever be able to find on Google®. Libraries are better than Google® because
they employ professionals who know how to find information (books, photographs, recordings, databases, artifacts, etc.). Indeed, there is a science that prescribes how to classify information in a meaningful way that helps others find the information quickly. It is a complex science and one that requires time to learn. Reference librarians know this science and can help you locate what you need for your research and personal interests.

**REFERENCE LIBRARIANS**

A reference librarian is a professional who earned a master's degree in Library Science and a second master's degree in an academic discipline. As a professional, a reference librarian will work with you to help you find the materials you need for your research. Your first step is to schedule a meeting to discuss your project.

Please use [http://www.marshall.edu/library/services/ask.asp](http://www.marshall.edu/library/services/ask.asp) where you will find links to many library resources and the option to Schedule a Research Consultation. The conversations you have with the reference librarian are confidential as are the searches you conduct for your work. Of course, all this comes as a part of the tuition and fees you pay each semester!

Another resource is Ask A Librarian [https://marshall.libanswers.com/](https://marshall.libanswers.com/). The page includes a large Frequently Asked Questions section – with plenty of answers – contact information for the librarians, and other quick resources you can use to your advantage.

**LIBRARY RESOURCES**

When you meet with a reference librarian, he or she will help you learn how to make good use of the library's many resources. These resources include search tools that allow you to browse huge databases that Google® cannot access. Once you find the materials you need, the librarian can show you how to obtain a copy. In some cases, you can download a PDF. In other cases, you will be able to order the material to be delivered to you through Marshall University's interlibrary loan system at no extra charge.

Even if you used the library as an undergraduate, you should plan to work with one of the many reference librarians. They know all the current software and databases that catalog information you need. Because they have earned at least two graduate degrees, they understand what you need to write a credible thesis.
WRITING CENTER

No one is born a great writer. Even “the greats” once wrote poorly and continue to work hard to write well. To write well, one must write much, learn how to revise, and then proceed to write and rewrite. It is all about practice, lots of practice.

No good writer works alone. Read the acknowledgment section of any book. In most cases, the author thanks the many people who read early drafts and the editor who pushed the author to revise and refine the work to its final form.

Is there a simple ‘trick’ to writing a good thesis? Perhaps. Then again …

DO NOT TRUST Grammarly® OR MSWord® SPELLING & GRAMMAR

As you probably know, MSWord® has an application that “corrects” your spelling and grammar. Grammarly® is a separate application you can buy that recommends changes in spelling, grammar, and style. The allure of these programs is simple and compelling. Click on a button and the program corrects all your errors in spelling and grammar. For the most part, these tools do catch some mistakes and help with minor editing tasks. Nevertheless, neither program found problems with the following sentences.

The bachelor’s wife snored colorfully since dreaming of green clouds prohibited sleep. We may believe two because four reason is all the chance. Conjunction, we believe, brings while and since together to make perfect sense.

The spelling of all the words is correct. The sentences have verbs and nouns in the proper place. Although the programs found no problems, the three sentences are gibberish.

To be fair, read the next three sentences, ones that are more likely to appear in a thesis. The programs correctly noted that the first and second sentences include a passive voice phrase (was not supported) whereas the third sentence makes better use of the active voice.

The third hypothesis was not supported.
The third hypothesis was not supported by the available data.
The available data do not support the third hypothesis.

The programs also catch most misspelled words and common errors in subject-verb agreement. Nevertheless, do not assume that the message “Spelling and grammar check is complete” means all is well; your paper is free of errors. Many students submit a thesis confident that the program fixed all the problems only to find out that the Graduate College’s reader found many problems.
WRITE TO CONVERSE WITH YOUR PEERS

Keep in mind that writing is a form of conversation between you and your readers. The difference is that you are not speaking directly with other people who can ask questions or look confused when they do not understand what you are saying. Good writing allows you to lead the reader through the complex and bring them to the same conclusions you reached.

To write a good thesis, you will need to spend much time writing and revising. Most importantly, you will need to have other people read your work and give their candid opinion. Indeed, you should be thankful if a friend tells you your chapter is confusing. It is better to hear this from a friend rather than from members of your thesis committee during the defense of your work.

Another tactic is to use the professional staff of the Writing Center who can help you become a more effective writer. Much like the reference librarians, the Writing Center professionals will meet with you for a private and confidential review of your work. You can learn more about the Writing Center and schedule a face-to-face or online appointment at their webpage (http://www.marshall.edu/writingcenter/).

As you will learn, the staff can help you with all aspects of a writing project ranging from outlining your thesis to attending to matters of grammar and style. To be more specific, the tutors of the Center will teach you skills you need to be a good writer. For example, the tutor may find that you consistently make an error in writing. Their goal will then be to help you understand why something like subject-verb agreement is an essential component of good writing, and then teach you how to spot and correct errors. In time, the tutors will help you develop the skills that will allow you to write a good first draft and then revise your work for clarity and accuracy. The tuition and fees you pay each semester support the Writing Center.

Although the Writing Center tutors are great teachers, they are not copyeditors or proofreaders. Copyeditors and proofreaders are professionals who examine every word, sentence, and punctuation mark to ensure everything is perfect. The process of proofreading takes an incredible amount of time to do well. What the tutors will do is teach you to be a good proofreader of your writing. Learning this skill will save you much time and money.
GETTING STARTED

STYLE MANUALS

Each academic discipline has a preferred style manual that scholars in the field use to prepare a manuscript for review and publication. The following table lists the preferred style manual for each graduate degree. You will note that in some disciplines there may be more than one guide. Be sure you and your committee agree on the style guide you will follow and how you will present your work.

Technically speaking, the final draft of your thesis is a publication of Marshall University. As such, you will need to modify some of your discipline's style manual conventions to conform to the University's. For example, the American Psychological Association requires that you place tables and then figures at the end of the manuscript. For your thesis, however, you will put tables and figures in the main body of your manuscript near the relevant text. You will find a template at the end of this guide that presents the formatting of your thesis.

Although the Graduate College will defer to disciplinary editorial practices, the Dean of the Graduate College has the final authority regarding the preparation of the manuscript to ensure consistent best practices for presenting scholarly work.

<table>
<thead>
<tr>
<th>DOCTORAL DEGREES</th>
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<tbody>
<tr>
<td>Biomedical Sciences Ph.D.</td>
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<tr>
<td>Curriculum and Instruction Ed.D.</td>
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<tr>
<td>Educational Leadership Ed.D.</td>
</tr>
<tr>
<td>Doctor of Management Practice in Nurse Anesthesia D.M.P.N.A.</td>
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<tr>
<td>Doctor of Pharmacy Pharm.D.</td>
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<tr>
<td>Doctor of Physical Therapy D.P.T.</td>
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<tr>
<td>Doctor of Psychology Psy.D.</td>
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<th>MASTER’S DEGREES</th>
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<tr>
<td>Accountancy M.S.</td>
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<tr>
<td>Adult and Technical Education M.S.</td>
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<tr>
<td>Athletic Training M.S.</td>
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<tr>
<td>Biological Sciences M.S. / M.A.</td>
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<tr>
<td>Biomedical Sciences M.S.</td>
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<tr>
<td>Business Administration M.B.A.</td>
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<td>Chemistry M.S.</td>
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<td>Master's Degrees</td>
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<tr>
<td>Communication Disorders M.S.</td>
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<tr>
<td>Communication Studies M.A.</td>
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<tr>
<td>Computer Science M.S.</td>
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<td>Counseling M.S.</td>
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<td>Criminal Justice M.S.</td>
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<tr>
<td>Dietetics M.S.</td>
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<tr>
<td>Education Specialist Programs Ed.S.</td>
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<tr>
<td>Education with areas of emphasis in a variety of areas Ed.S.</td>
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<tr>
<td>Engineering M.S.E.</td>
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<tr>
<td>English M.A.                      Modern Language Association</td>
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<td>Environmental Science M.S.</td>
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<tr>
<td>Exercise Science M.S.</td>
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<tr>
<td>Forensic Science M.S.</td>
</tr>
<tr>
<td>Geography M.S./M.A.</td>
</tr>
<tr>
<td>Health Care Administration M.S.</td>
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<tr>
<td>Health Informatics M.S.</td>
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<tr>
<td>History M.A.</td>
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<tr>
<td>Human Resource Management M.S.</td>
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<tr>
<td>Humanities M.A.</td>
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<tr>
<td>Information Systems M.S.</td>
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<tr>
<td>Journalism M.A.J.</td>
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<tr>
<td>Leadership Studies M.A.</td>
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<tr>
<td>Master of Arts in Teaching M.A.T.</td>
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<tr>
<td>Master of Social Work M.S.W.</td>
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<td>Mathematics M.A.</td>
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<tr>
<td>Music M.A.</td>
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<tr>
<td>Nursing M.S.N.</td>
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<tr>
<td>Physical and Applied Sciences M.S.</td>
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<tr>
<td>Political Science M.A.</td>
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<tr>
<td>Psychology M.A.</td>
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<tr>
<td>Public Administration M.P.A.</td>
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<tr>
<td>Public Health M.P.H.</td>
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<tr>
<td>Safety M.S.</td>
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<tr>
<td>School Psychology Ed.S.</td>
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<tr>
<td>Master’s Degrees</td>
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<tr>
<td>Sociology M.A.</td>
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<td>Special Education M.A.</td>
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<td>Sport Administration M.S.</td>
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<tr>
<td>Technology Management M.S.</td>
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</table>
DEFINITIONS OF COMMON PRINTING TERMS

Point  The character height. One point is $\frac{1}{72}$ of a vertical inch. The typical point size for text is 12.

Style  Refers to whether the typeface is italic, boldface, underlined, or something else.

Font  A set of characters (numbers, letters, and special symbols) that have the same typeface.

Text  A generic term that refers to the main body of a manuscript and distinguishes it from the preliminary pages (or front matter), tables, figures, references, and appendices.

Preliminary Pages  Sometimes called front matter; these are the pages that come before the actual text of the manuscript.

Headings  Headings serve as the title of different sections, or chapters, of the text and the title of subsections. Headings help the reader follow the organization of the text. Most style guides offer guidance for required and optional section headings.

Figure  Any diagram, drawing, graph, chart, map, photograph, illustration, or other pictorial representation. Graphs and charts generally illustrate information or show relationships, rather than present precise data as you would find in a table. Refer to your discipline’s style manual for the appropriate use of figures.

Table  Organized as a rectangle of rows and columns, tables systematically present information – numbers or text – that help the author present notable data, facts, statistics, or other information in a convenient manner. Refer to your discipline’s style manual for recommendations on how best to present such information. As a generality, tables should be no longer than one page. If you have a large table, consider making several smaller tables and describe each separately in the text. The alternative is to insert the long table as an appendix.

References  A complete list of all citations used in the text. Each citation will show the location of the original material. Each discipline has its preferred method for organizing the references and the information included for each.

Appendix  Supplemental material attached at the end of the manuscript. In some cases, tables or figures are placed in an appendix to avoid interrupting the text or when the information is supplemental to the main project.
PREPARING THE THESIS

As you review formatting requirements below, please remember to be consistent so that the entire thesis has the same style and appearance. To help you prepare a thesis that meets the basic expectations of the Graduate College, we created a customized Word® template that follows all the formatting conventions presented in this guide. The template is available online at: http://www.marshall.edu/graduate/files/Thesis-Template-2018-2019.docx. The template along with instructions for use are at the end of this guide.

FONT SIZE AND STYLE

Use a font size of 12 points as smaller or larger fonts are generally difficult to read. Use the same font style and print size throughout the document including the page numbers, table and figure titles and descriptions, references, and appendices. Times New Roman or Arial are good fonts. Exceptions to this rule include superscript and subscript text and footnotes. Most word processors will automatically reduce the size of this type style. Mathematical equations may also require a mix of font sizes to create an easy-to-read equation.

You must use the same font and font size throughout the entire manuscript. Do not use larger or smaller font sizes for headings or page numbers. Please review the rules on headings which allow bold style for identification. Use italics only for foreign words not commonly used in writing and when identifying portions of citations such as book or journal titles.

HEADERS AND FOOTERS

Except for page numbers, do not use page headers, page footers, running headers, or running footers in your manuscript.

MARGINS

Set all margins to 1 inch. All information, including titles and footnotes, must conform to the margins selected. Center headings relative to the margins, not to the edges of the page.

QUOTATIONS

Use opening “–” and closing –”– quotation marks for all in-sentence quotations. Make sure all quotations have a proper citation to the source. For lengthy quotations, present the quote in a separate paragraph that is double spaced and has a ½ inch indentation on the left side (See example at the end of this guide). Quotation marks are not necessary for block quotations.
JUSTIFICATION

Use left justification for all text. Centered headings are the only exception.

SPACING

Use double-spacing throughout the manuscript. The exceptions are components of the title page, tables, table/figure title and description, equations, footnotes, endnotes, and your vita. Check your style manual for further details on spacing. For the vita, use a double space after each main entry. See example at the end of this guide.

When formatting your thesis, make sure that the spacing before and after all paragraphs is 0. Press the ‘Enter’ key once. Never insert additional lines – spaces – between paragraphs, headings, figures, tables, and other elements of your thesis. The only exception to this rule is for the title and copyright pages and references.

Different style guides have different rules about the number of spaces after a period with some recommending a single space and some recommending a double space. You may use either rule so long as you are consistent throughout your entire thesis.

HOW TO NUMBER PAGES

Use lower-case Roman numerals (i, ii, iii, etc.) for numbering the preliminary pages beginning with the Title page, which is understood to be ‘i’ but does not show on the page. The preliminary pages with Roman numerals include such pages as the Dedication, Acknowledgments, Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations, and Abstract. Arabic numerals begin with the first page of the main body of the thesis, which is Arabic numeral ‘1.’ Every page in the main body of the thesis has a page number, and the numbering is consecutive throughout the thesis to the end, including any appendices. Please do not use punctuation with the numbers.

PAGE NUMBER PLACEMENT

Place the page number at the bottom center of the page. NOTE: Do not number the title page. The first page, which we treat as page i, is the only page without a page number.

PROOFREADING

As the author of the thesis, you and your committee assume full responsibility for the accuracy, clarity, and formatting of the manuscript. The Graduate College expects that the work you submit is free of errors of all kinds. Given this criterion, you should proofread your manuscript with care. You may find it helpful to have others correct your text as people often overlook errors in their work, but can spot errors in another person’s work. Another tactic is to have your manuscript reviewed by the professional staff of the Writing Center.
Reviewing your thesis is a labor-intensive and time-consuming process. Our goal in reviewing your final draft is to ensure your thesis meets all the formatting and stylistic conversions outlined in this guide. The review is not a copyediting service. It is your responsibility to ensure your work is free of errors in spelling, grammar, and syntax. Similarly, we expect concordance between your tables of contents, figures, and tables and the text; and between your in-text citations and references. If we find multiple errors, we will stop the review process and return the manuscript to you for additional correction. Returning the work to you for further editing may delay your graduation. As such, we ask that you work hard to ensure your submission is free of errors. If we do ask you to make minor revisions, we ask that you make only those changes to the manuscript and leave the rest of the work as is.
## HOW TO ORGANIZE MANUSCRIPT PAGES

Arrange the manuscript in the following order.

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Contents of All Manuscripts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roman numeral i (hidden)</td>
<td>Title page (required)</td>
</tr>
<tr>
<td>Roman numeral: ii</td>
<td>Signature Page (required)</td>
</tr>
<tr>
<td>Continue Roman numerals</td>
<td>Copyright page (optional)</td>
</tr>
<tr>
<td>Continue Roman numerals</td>
<td>Dedication page (optional)</td>
</tr>
<tr>
<td>Continue Roman numerals</td>
<td>Acknowledgment (optional)</td>
</tr>
<tr>
<td>Continue Roman numerals</td>
<td>Table of Contents (required)</td>
</tr>
<tr>
<td>Continue Roman numerals</td>
<td>List of Tables (required if work includes tables)</td>
</tr>
<tr>
<td>Continue Roman numerals</td>
<td>List of Figures (required if work includes figures)</td>
</tr>
<tr>
<td>Begin Arabic numeral 1</td>
<td>Abstract (required)</td>
</tr>
<tr>
<td>Continue Arabic numerals</td>
<td>Body of Manuscript (required)</td>
</tr>
<tr>
<td>Continue Arabic numerals</td>
<td>References (required)</td>
</tr>
<tr>
<td>Continue Arabic numerals</td>
<td>Appendix A: Letter from IRB (required)</td>
</tr>
<tr>
<td>Continue Arabic numerals</td>
<td>Additional Appendices as needed</td>
</tr>
<tr>
<td>Continue Arabic numerals</td>
<td>Vita (optional)</td>
</tr>
</tbody>
</table>

### TITLE PAGE FORMAT

The title page is the first page (Roman numeral i) of your thesis, but does not include a page number. For the proper format of the title page, please see the sample title page at the end of this guide. Be sure to use your degree program's official name, and your full legal name. The title of your work should be a meaningful description of your manuscript and include keywords that can be used by search engines or advanced retrieval systems.

### SIGNATURE PAGE

During or after the defense of your thesis, the members of the committee may require that you revise your manuscript. Once you have completed these, and the committee approves the changes, you will have them sign the signature page. The committee members’ signatures on this page indicate that they have read and accepted the final document, the document is ready for publication, and it meets the criteria outlined in this style guide.

### COPYRIGHT PAGE (OPTIONAL)

If you decide to copyright your manuscript, please use the format included at the end of this guide.
ACKNOWLEDGMENT/Dedication Page(s) (Optional)

If included, number with Roman numerals, and double-space the text.

Table of Contents

Titles and subheadings in the Table of Contents must match what appears in the text. List all preliminary pages as well as all appendix titles. While a Table of Contents is required, it can follow any format acceptable to your advisor and committee as long as it includes all main divisions and subdivisions within your text, is double-spaced, and has consistent formatting.

Lists of Tables and Figures (As Needed)

Titles in the lists must match the titles in the body of your manuscript. Use the same font used for the text, tables, and figures.

Abstract

The abstract is the last Roman numeral page and is a summary of the content and purpose of the manuscript. It should be self-contained, without reference to the body of the paper, and suitable for publication without rewriting. Although there is no word limit, editors of abstract services might shorten any abstract that exceeds 150 words for a thesis or 350 words for a dissertation. The abstract should include a concise statement of the problem or area of investigation, a brief discussion of methods and procedures used in gathering data or obtaining the information used for the research, a condensed summary of the findings, the conclusions reached in the study, and a concise statement of the significance of the work. The abstract is one paragraph and not indented.

Chapters or Main Body of the Document

The text must be double-spaced, and each page must be numbered consecutively beginning with the number 1. Be sure to type chapter titles in boldface and use upper-case letters. It is best to include tables or other illustrative materials as necessary in the main body of the document when they are essential to the text. As you turn your work into a professional document, be sure to use a writing style appropriate to your subject and discipline.

Headings

Headings allow you to divide your manuscript into distinct sections and subsections. Note that you should follow this standard rather than one used in your discipline's style guide. Also note that due to MSWord® editing features, headings that appear at the start of a paragraph cannot be included in the table of contents. Therefore, use the three levels for your table of contents. If you wish to use additional levels to outline your text,
you may follow your discipline's preferred formatting.

Level 1: Centered, bold font, and all CAPS.
Level 2: Centered, bold font, and all CAPS.
Level 3: Flush Left, bold font, capitalize the first letter of each word.

Here is an example of the three levels:

CHAPTER 1

LITERATURE REVIEW

Primary Theories

FOOTNOTES/ENDNOTES

Follow the convention of the style manual you have chosen. Use single spacing for your notes.

TABLES AND FIGURES

Many theses and dissertations will include tables and figures, including photographs, in the body of the text. Refer to your discipline's style guide on preferred methods for presenting and labeling each.

All tables and figures are numbered sequentially at their first reference in the text. The corresponding table or figure should be presented on the same or following page(s) after its first reference.

FORMATTING TABLES

The following is a primary example of how you should format a table. As a generality, most tables have one or two top rows that identify the content of the columns. When necessary, the leftmost columns can be used to identify specific information in each row. Tables may be single- or double-spaced and must be presented within the text near its first reference. Please keep each table on one page. Should the table be too large to present on one page, you should refer to the table as an appendix using a Roman capital letter (e.g., Appendix D). You may not cut-and-paste tables from other sources.

Following the table is the table title. Note the example below for the format. Following the table title is a brief description of the data in the table. This paragraph is double-spaced and not indented.
Table 1. Full Title of Table

Aliquam massa dui, malesuada quis egestas vitae, dignissim in ligula. Proin tortor mi, ultricies non sapien ac, mollis iaculis metus. Nam gravida nulla enim, a ultrices diam rutrum id. Vivamus finibus congue mollis. Donec cursus neque at imperdiet fringilla

**FORMATTING FIGURES**

The following is an example of how you should format a figure. Center the figure on the page and ensure there is ample space for the image as well as its description. Following the figure is the figure title. Note the example below for the format. Following the figure title is a brief description of the figure. This paragraph is double-spaced and not indented.

When including a photograph, illustration, or other artwork, ensure the image is of the highest resolution. Also, follow your discipline's style guide to list the name of the image or owner of the copyright. You must have written permission to use an image created by another person or the owner of the copyright. You should assume that images taken from the Internet or other electronic sources are copyrighted.
Figure 1. Full Title of Figure
This image presents Florence Owens Thompson and her children. The Farm Security Administration commissioned Dorothea Lang and many other photographers to document the effects of the great depression. *Migrant Mother (1936)*, Dorothea Lang.

Library of Congress Prints and Photographs Division Washington, DC 20540


**Using Copyrighted Materials in Tables and Figures**

Tables presenting information from other published sources require a citation to the origin of the information. Figures that are copyrighted by another person will need a copyright notification and an indication that you have the permission of the copyright holder to use the image.
If you created the illustration or photograph, take credit for your work. For example:

“Illustration © 2018 Ima Goodstudent, based on work by Crosby and Nash (2011) and Young (2012).”

Or,

“Photograph © 2018 Ima Goodstudent.”

**BIBLIOGRAPHY / REFERENCES / WORKS CITED**

The bibliography, or list of references, should be double-spaced for each entry. Organize your references as directed by your discipline’s style manual. Some style guides require an alphabetical listing whereas others list references in order of first citation within a text. Ensure you consistently follow the method identified in your style manual. Your discipline’s style manual will also have recommendations for referring to various nontext media including websites, electronic documents, audio and video recordings, and other nonprint items. These style manuals may also require that you include the digital object identifier (DOI) for your citation. Citations taken from the internet will require the web address and the date accessed in addition to standard bibliographic information.
Figure 1 Screen image of a PsycINFO database search using the EBSCO software service. When one clicks on the cite button, the program presents examples of common reference citations for different style manuals. Created by David J. Pittenger, May 18, 2017.

Many of the bibliographic search services provided by the Marshall University Libraries provide examples of proper formatting of a citation for different style conventions. Figure 1 shows several citation formats offered for the PsycINFO database. As you can see, this example shows citation styles for the American Psychological Association. Other styles, such as the American Medical Association, Chicago, Council of Biology Editors, and Modern Languages style options are revealed by scrolling down. This program also offers several tools, along with cut-and-paste, you can use to build your reference list. You may find these options a useful alternative to typing the entire citation yourself.

Here are five styles of citation for the same article. Notice how each has a different way of presenting the author’s name as well as information about the journal. You should note that the information provided by the EBSCO does not include paragraph formatting information such as numbering, hanging indents, or other formatting matters. As always, you will need to consult your discipline’s style guide to ensure you have formatted the individual citations correctly. The following examples have been formatted to follow the editorial guidelines of the discipline:

American Medical Association
Pittenger D. Cautionary comments regarding the Myers-Briggs Type Indicator. Consulting Psychology Journal: Practice And Research [serial online]. Sum 2005
American Psychological Association

Chicago

Chicago/Humanities

Modern Language Association

ENDNOTE X8®
As a Marshall University student, you have access to a powerful application, EndNote X8®. The program allows you to create a database of all the citations you will use in your thesis. Because the program operates as an application within MSWord®, you will be able to add and revise citations as you write your thesis. In brief, the program offers the following features.

• Creation of a bibliography of references. You can create the bibliography by downloading information from the library’s search tools such as ProQuest or by entering the information manually.

• Insertion of citations in text. As you write, you can add the citations. The citations can occur at the start of the sentence (e.g., “Smith and Jones (2013) …”), midsentence (e.g., “Recent research (Smith & Jones, 2013) …”), after a quotation, or in different formats. As you add/revise your citations, the program revises your citations using the style guide for your thesis. The program allows you to use any of the standard editorial styles. In addition, the program uses the style guide rules regarding multiple authors, use of the same citation in a paragraph, and other features.
To download a copy of the program to your computer, use https://www.marshall.edu/graduate/citation-information/. The page will show you how to download and activate the software and provides a link to a Lynda video tutorial on its use.

Using the program effectively requires that you learn much about how to edit the database and insert your citations. In addition, although the program does allow you to import data from the library’s databases, you may still need to edit the information as some datasets have inconsistent methods of presenting information about the citations. All this is to say that you may find EndNote X8® the perfect solution to organizing many resources you must cite in your thesis or that the effort to learn or use the program is too much for the work you are doing.

APPENDIX

Use the Appendix when you want to add materials (such as charts, graphs, surveys, etc.) not essential to the text or that are long. The appendix follows the bibliography or references section. Appendix A will be the approval letter you received from the Office of Research Integrity approving your project. These pages also need to be numbered. Remember to include a list of appendices in your preliminary pages if you have more than one appendix item. Each appendix has a separate capital Roman letter (e.g., Appendix A, Appendix B, Appendix C …).

SPECIAL MATERIALS

WHAT NOT TO INCLUDE

There are some differences between a thesis and a manuscript. For example, the thesis does not include a running head or keywords. When you submit your thesis (see THESIS SUBMISSION section), you will be able to enter keywords that will help others find your work based on features that define your work.

WHAT TO INCLUDE AND WHERE

You may find that you will need to include special sections that you would not normally include in the regular text or the standard parts of the thesis. The following is a list of examples we often encounter.

ABBREVIATIONS LIST

Your thesis may include many abbreviations for chemical compounds, anatomical sites, or other highly detailed objects or concepts. If necessary, you can add as an appendix a list of the abbreviations and a complete title of each that matches the title in the text.

OPERATIONAL DEFINITIONS

The Graduate College assumes that your word choice meets the standards of the discipline and that you will, when necessary, clarify your use of a “term of art” within
the body of your text. For example, you might write, “For this research, negative rein-
fforcement refers only to occasions when …” or “All galvanic skin responses were meas-
ured using a …” If it is common practice for researchers in your discipline to include
operational definitions, please add the definitions as an appendix in a table format. For
the left column, list all the words alphabetically. For the adjacent right column include
your operational definitions and the citation(s) used to create your definition.

CODING TECHNIQUES

You may find that your work may include highly detailed information that is not
appropriate for your method or results section. For example, you have devised an elab-
orate technique for coding your observations. Outlining this technique may be better
presented as an appendix.

UNIQUE RESEARCH MATERIALS

You may have devised a lengthy questionnaire or survey, written a computer
program, or created something unique for your research that others may want to
understand better or replicate your research. Put these materials in an appendix. As a
cautions, if you use a questionnaire or survey created by another person, you must have
and acknowledge that person’s or the copyright holder’s permission to reprint the re-
search tool.

DATA SET

You may want to share all your data with the world. Good for you as there may
be a nugget of information others could pull from your data. You can share the data by
creating a table of all the information you collected. Make sure that you provide a de-
tailed account of the meaning of each row and column in your table.
HOW TO USE THESIS WORD TEMPLATE

GETTING STARTED

When you open the Thesis Template file, your screen will look similar to the following. Before you begin any editing, we recommend that you make two copies of this file on your computer. The first should be an unedited version of this file. Making this copy will ensure you always have an original copy of this template. The second copy should be the name you want to use for your thesis.

As you will see, the Thesis Template includes all the major sections required in the thesis from the Title Page to the final appendices. Each section also has been formatted to follow the conventions needed for this guide. All you need to do is supply the text. For example, in the Title Page, you will need to add your thesis title, your name, and details about your program of study and the members of your committee. As you make changes, be sure that your new text continues to follow the formatting structure.

The Thesis Template has each section typically included in a thesis. As you know, some pages are required and some are optional. You can remove the optional pages as you need. Be sure that deleting a page does not remove the formatting for other pages.

We recommend that you do not remove optional pages until you have completed all the editing of your manuscript. This rule is critical for the List of Tables and List of Figures pages as these are challenging to reformat.
As you can see, all aspects of the thesis have been formatted including the page numbers and the various components of the thesis. All you will need to do is add the appropriate text and ensure the document is formatted correctly.

Several of the style options will help you create various tables and lists. For example, the Table of Contents has been formatted to include the four heading levels used in the thesis and text. Each time you format a heading level, the program will use that information to create an accurate and complete table of contents. When you add a table or figure, you will be able to include a **Table Title**, which is used to create the **List of Tables**, or a **Figure Title**, which is used to create the list of Figures. Following these titles is the **Figure/Title Description**.
Once you have completed your text, you can update your Table of Contents, List of Tables, and List of Figures, as needed. As you can see in the following example, all you need to do is place the cursor on one of the lists of the table and then right-click on your mouse. The program will then present the option to update the field. When you click on the option, the entire table will be revised. You can continue to revise the tables as you make edits to your manuscript.

Each academic style guide has a different way of formatting references. You will
most likely need to change the default style to one that matches your discipline. When you move to the reference section, the citations will appear as follows:


The template uses the American Psychological Association’s practice of using a hanging indent for citation paragraphs. Your discipline may require a different format such as flush left formatting, numbered references, or some other formatting feature. You can revise the Citation style to match your needs.

The following image shows how to change the citation style for your discipline. In this example, the citation must have a flush left indentation. As you can see, the first citation has been formatted to the new style. Once you are satisfied with the change, right click over the Citation style option and then click on the Update Citation to Match Selection option. When you hit enter, all the citations you have typed in will be revised and new citations you add will follow the same format. You can make any change you want to the formatting of a paragraph including the numbering of your citations. Remember, the formatting applies only to the structure of the paragraph (indenting, numbering…). Formatting the text (underlining and italic) will need to be done manually for each citation.
To convert the paragraph to flush left formatting, ensure the two paragraph edges are set to 0. You can also change between single- and double spacing.

REFERENCES


Please note that the example presented here may be different from the format used by your discipline’s preferred style guide. As such, you can change the format as necessary. Regardless, the citation should remain single spaced with a 12-point space after the entry. If you need to change the indentation of the citation, right click on the “Citation” button in the Styles Ribbon and then select the Update Citation to Match Selection option. Once you accept the changes, all paragraphs marked Citation will be formatted using the modifications you made. Text that needs to be italicized or underlined will need to be changed manually.
FINAL DRAFT CHECKLIST

Many of the questions below stem from errors that we often see. Review your document carefully to be sure it is correctly formatted, that all spelling and grammar is correct, and that the document is free of errors. Check that there are no blank pages, omitted paragraphs, or missing sections. Be sure the preliminary pages of your document are in the proper order, and the pagination is correct.

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☐ Did you use your full given name?
☐ Are the names of your committee members included?
☐ Have you left the page number off (even though you count this page in numbering)?
☐ Have you entered the correct month/year of your official graduation date?
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Approval Signature Page
☐ Have you made all the corrections your committee members required after the thesis defense?
☐ Is your full name included in the statement?
☐ Have you correctly identified your manuscript as a thesis project?
☐ Did you include the correct title of your project, the name of your academic program, and the name of your program’s college?
☐ Are the names of your committee members, starting with the chair of the committee, included?
☐ Is the signature page with faculty signatures numbered ii?

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☐ Does your name appear exactly as it does on the Title page?
☐ Is the copyright page numbered iii?

Dedication, Acknowledgment and/or Preface (optional)
☐ Are these pages numbered in lower case Roman numerals?

Table of Contents
☐ Are these pages numbered in lower case Roman numerals?
☐ Do the page numbers in the Table of Contents match up with the page numbers referenced in the body of the manuscript?
☐ Are the headings exactly like the headings in the text and are they indented to show the level of each heading?
Abstract
☐ Is the Abstract the last section before the main body of your thesis?
☐ Did you use a Roman numeral for this page?
☐ Is the Abstract a single paragraph of between 150 and 350 words?
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Body of the Manuscript
☐ Is the first page of your thesis numbered with the Arabic numeral 1?
☐ Is the text double-spaced?
☐ Are paragraphs indented consistently throughout?
☐ Have you correctly cited the ideas and work of others?
☐ Do all in-text citations – author name and date – match the bibliography?
☐ Are your tables and figures numbered sequentially and correctly listed in The List of Tables and List of Figures?
☐ Do your headings match the Table of Contents?

Bibliography/References
☐ Have you cross-checked every citation in the body of the manuscript to be sure that it is listed in the bibliography?
☐ Have you proofed every citation to ensure that its listing in the body of the manuscript and in the bibliography are the same?
☐ Have you followed your discipline's style manual conventions for including the citation's DOI, accession information, and other location information?

Appendix
☐ Have you included a copy of your IRB letter indicating approval of a project involving human participant research OR a determination that none is involved?

Last Item
☐ Celebrate!!!
CONVERTING YOUR THESIS TO PDF FORMAT

THESIS SUBMISSION
Once you finish editing your manuscript, submit it to your advisor (and committee where applicable) for final approval. Once your advisor approves the final draft of your thesis, then and only then, are you ready to convert your file to PDF for submission online. Adobe® PDF is the only acceptable file format for ETD submission.

In general, you just write your document as you usually would in your word processor, keeping in mind a few tips to improve the quality of the PDF document.

HOW TO NAME THE PDF FILE
The name of your file needs to use the following format.

- lastname-firstname-year-degree.pdf

Example:
Ima Goodstudent, who is submitting a dissertation for the Ph.D. degree in 2018, would name the file:
Goodstudent-Ima-2018-PhD.pdf

If Ima Goodstudent is submitting a thesis for a Masters of Arts degree, the file would be:
Goodstudent-Ima-2018-MA.pdf

HOW TO CREATE/SAVE THE PDF FILE
The Portable Document Format (PDF) is the standard for sharing documents using many hardware and software platforms. Using this format will allow anyone now, and in the future, to read your research project. The PDF file used for your dissertation or thesis must be saved using the International Organization for Standardization (ISO) format. This feature ensures that the font, images, and other components of your project will always be readable by any computer system that follows this standard.

The following figure presents a screenshot for saving your thesis as a PDF file using Microsoft Word®. To create the file, you will need to do the following:

1) Save your thesis as a standard Word® file. This step will ensure you have a current copy of your finished thesis.
2) Use the “SAVE AS” function.
3) Select the folder in which you will save the file. In this example, the file is being stored in the “My Thesis” File.
4) Select PDF for the “Save as type” option.
5) Enter the name of the file as specified above. In this example, the file name will be Goodsample-Ima-2018-MA.

6) Click on the Options button and ensure the options are selected as presented in the example.

7) Click on the OK button in the Options window and then the Save button in the Save As window. You will now have an ISO 19005-1 compliant PDF/A file.

After you have converted your document to PDF format, check the PDF version of your document to be sure it looks the same as it did before the conversion. It is **your responsibility** to make sure the conversion of your document is free of formatting errors.
HOW AND WHERE TO SUBMIT YOUR APPROVED ETD

You must submit your thesis or dissertation in the PDF format to the ProQuest ETD Administrator site. ProQuest is a private company that has acted since 1938 as the publisher and distributor for the majority of theses and dissertations written in the United States. Published theses and dissertations are listed in the ProQuest Dissertations & Theses (PQDT) database. There is no cost to you at all, depending on the choices you make (see below).

Login to the ProQuest site to create your account:
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You can leave the website at any point and log back into your account at any time. Once you create your account, you can upload your ETD to the site.

PUBLISHING OPTIONS:

There are two ways to publish - traditional or open access. With either method, you can also use an embargo to delay publishing for a selected period.

Traditional Publishing (no cost): With traditional publishing, your work is available for purchase by others and enables you to receive royalties based on those purchases. Please consider that the need for others to purchase your work means that your work will not receive the widest possible dissemination. Your work will still be listed in an online database and those who choose not to purchase it do have online access to a brief section including the title page and first few content pages. NOTE: Most Marshall University students select Traditional Publishing. Talk to your advisor if you are unsure.

Open Access ($95: paid to ProQuest by credit card at the time you set up your account): Open Access is the broadest possible method of disseminating your work. The full text of your ETD is available free on the Internet. Because your research is available free of charge, for this publishing choice there is no income to ProQuest (or to you via royalties). For that reason, there is a cost to you for this publishing choice.

Marshall University already provides open access to your work at no charge through its institutional repository at the Marshall Digital Scholar web site.

Embargo (i.e., restrict access): You can block access to protect your work for patent and/or proprietary purposes for a designated period. You can choose to embargo for six months, one year, or two years, or longer. If you decide to delay access, your work will default to whichever publishing method you have selected (traditional or open access) at the expiration of that embargo.

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your advisor.

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THE REVIEW PROCESS

As soon as you submit your ETD, ProQuest automatically sends you an email confirming your submission and will send the Graduate College a notification of your submission. The Graduate College will then proofread your manuscript. This process ensures that manuscripts are of high quality and are uniform across disciplines. The review also ensures that the manuscript conforms to conventional practice for presenting scholarly and creative work. As such, the review will focus on matters of formatting, grammar and spelling, consistency and accuracy in citations. Should the reader find that a manuscript has excessive errors, an unfinished review may be returned to the student and the committee for correction.

MANUSCRIPT REVIEW

When you submit your ETD, a Graduate College reader will review the manuscript for correct style and format for your discipline and for correct usage, grammar, and proper attribution of quoted material. If anything about your ETD needs to be changed, the Graduate College will email to you and your advisor a PDF copy of your work with the reader’s comments. You are responsible for making appropriate corrections in your original manuscript file, converting that file into the PDF format, and uploading the new PDF file for further review. Most manuscripts are submitted for review, returned, and resubmitted before approval. This process is of course under your control. If you follow our guidelines for submitting manuscripts, pay attention to the style guide in your discipline and attend to proper grammar, the whole review process should be brief!

Reviewing your thesis is a labor-intensive and time-consuming process. Our goal in reviewing your final draft is to ensure your thesis meets all the formatting and stylistic conversions outlined in this guide. The review is not a copyediting service. It is your responsibility to ensure your work is free of errors in spelling, grammar, and syntax. Similarly, we expect concordance between your tables of contents, figures, and tables and the text; and between your in-text citations and references.

If after reading several pages of a thesis, the Graduate College finds numerous errors in formatting, grammar, spelling, punctuation, and other deviations from prescribed style, we will stop and return the work to the student’s committee, asking that the manuscript be revised and resubmitted. Returning the work to you for further editing may delay your graduation. As such, we ask that you work hard to ensure your submission is free of errors. If we do ask you to make minor revisions, we ask that you make only those changes to the manuscript and leave the rest of the work as is.

COPY EDITING MARKS

The person reviewing your manuscript will use standard symbols to identify
changes that need to be made to the text. The following table presents the copy editing marks you are most likely to see. For other corrections, the copyeditor will write a comment in the margins of the manuscript or send you a separate sheet with specific comments for individual pages.

<table>
<thead>
<tr>
<th><strong>Symbol</strong></th>
<th><strong>Example of Edited Text</strong></th>
<th><strong>Example of Revised Text</strong></th>
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<td>Insert a word in the text.</td>
<td>Insert a missing word in the text.</td>
</tr>
<tr>
<td><img src="image2" alt="Symbol" /></td>
<td>Delete a word, punctuation mark, word, or letter.</td>
<td>Delete a word, punctuation mark, word, or letter.</td>
</tr>
<tr>
<td><img src="image3" alt="Symbol" /></td>
<td>Delete and close a space. You need only one space between sentences. Do not use two spaces.</td>
<td>Delete and close a space. You need only one space between sentences. Do not use two spaces.</td>
</tr>
<tr>
<td><img src="image4" alt="Symbol" /></td>
<td>Add a space.</td>
<td>Add a space.</td>
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<tr>
<td><img src="image5" alt="Symbol" /></td>
<td>Capitalize the letters.</td>
<td>CAPITALIZE the LETTERS.</td>
</tr>
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<td>Convert to LOWER CASE</td>
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<td>Convert to <strong>boldface</strong></td>
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<td>Center Text.</td>
<td>Center Text</td>
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<tr>
<td><img src="image10" alt="Symbol" /></td>
<td>Indent the start of a paragraph using a tab space.</td>
<td>Indent the start of a paragraph using a tab space.</td>
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<tr>
<td><img src="image11" alt="Symbol" /></td>
<td>Remove a tab indent for paragraph.</td>
<td>Remove a tab indent for paragraph.</td>
</tr>
</tbody>
</table>

**Figure 3** Common copyediting marks. © David J. Pittenger, 2014.
APPROVAL

When the Graduate Dean approves your manuscript, you will receive an affirmation email. The Graduate Dean will publish your ETD to ProQuest (unless you indicate a publication delay), and it will be placed on Marshall University’s Digital Scholar site for open access unless you indicate otherwise.
DUE DATES AND REQUIREMENTS

CHECKLIST OF REQUIREMENTS

☐ You have applied for graduation. You have submitted your application and diploma fee no later than the beginning of the term in which you plan to graduate. Applications are available at:
www.marshall.edu/graduate/files/2012/02/APPLICATION-FOR-GRADUATION062010.pdf

☐ You have successfully defended your thesis to your graduate committee.

☐ Your graduate advisor has submitted to the Graduate College the Comprehensive Assessment Evaluation Report indicating that you have successfully defended your thesis. Programs can use their form or may use a generic form provided by the Graduate College:
www.marshall.edu/graduate/files/2013/08/comprehensiveassessment.pdf.

☐ You and your committee chair signed and submitted the Electronic Thesis and Dissertation Final Submission form:
www.marshall.edu/graduate/files/2013/05/etdfinalsubmissionform.pdf.

☐ You include as Page ii of your manuscript the signature page of the members of your graduate committee. This and the previous document are signed after you have made final revisions that were requested during the defense of your project.

DUE DATES

Our Graduation and Commencement timetable note all the due dates that you must meet, depending on what your target graduation date may be. Please review these dates at:
www.marshall.edu/graduate/graduation-and-commencement-timetable/.
EXAMPLE OF A THESIS
PROPERLY FORMATTED

The following is an example of a formatted thesis. Please use this example as a point of reference regarding the formatting and presentation of your thesis. The example includes notes about unique properties of specific parts of the thesis, such as the title page, and matters related to spacing and page numbering.
THE TITLE OF YOUR THESIS GOES HERE: CENTER ON PAGE AND USE ALL CAPITAL LETTERS AND SINGLE SPACING

A thesis (dissertation) submitted to the Graduate College of Marshall University in partial fulfillment of the requirements for the degree of Name of Degree in Name of Program by Your Full Name Approved by Dr. Able Baker, Committee Chairperson Mr. Clark Davis Dr. Edgar Forest

Marshall University
May/July/August/December 20XX
APPROVAL OF THESIS

We, the faculty supervising the work of [Full Name of Author], affirm that the [thesis/dissertation], [Full Title of Thesis/Dissertation Printed in Italics and Upper and Lower Case Letters], meets the high academic standards for original scholarship and creative work established by the [Name of Degree Program] and the [Name of College]. The work also conforms to the formatting guidelines of Marshall University. With our signatures, we approve the manuscript for publication.

Dr. Able Baker, Department of Psychology
Committee Chairperson
Date

Mr. Clark Davis, Department of Psychology
Committee Member
Date

Dr. Edgar Forest Department of Sociology
Committee Member
Date

{add as needed}
ACKNOWLEDGMENTS

I want to thank all the people who helped me along the way. Mom, Dad, you guys are the best. Also, no thanks is too great from my little brother.
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<th>Full Title of Figure</th>
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</table>

ABSTRACT

CHAPTER 1

THE TITLE OF THIS SECTION


THE TITLE OF A SUBSECTION

A BLOCK QUOTE EXAMPLE


Table 1. Full Title of Table


Figure 1. Full Title of Figure

Donec gravida non risus quis vestibulum. Quisque pulvinar felis ligula, sed bibendum magna mattis mollis. Vivamus semper tincidunt nunc, ut suscipit arcu interdum vel. Fusce pretium, odio
REFERENCES


APPENDIX A: APPROVAL LETTER

Office of Research Integrity
April 20, 2016

Ima Goodstudent
Psychology Department
Marshall University

Dear Ms. Goodstudent:

This letter is in response to the submitted thesis abstract entitled "Attendance Policies and Their Effect on Student Retention." After assessing the abstract it has been deemed not to be human subject research and therefore exempt from oversight of the Marshall University Institutional Review Board (IRB). The Code of Federal Regulations (45CFR46) has set forth the criteria utilized in making this determination. Since the information in this study does not involve human subjects as defined in the above referenced instruction it is not considered human subject research. If there are any changes to the abstract you provided then you would need to resubmit that information to the Office of Research Integrity for review and a determination.

I appreciate your willingness to submit the abstract for determination. Please feel free to contact the Office of Research Integrity if you have any questions regarding future protocols that may require IRB review.

Sincerely,

Bruce F. Day, ThD, CIP
Director
APPENDIX B: OPTIONAL ADDITIONAL APPENDIX