

**Southern Connecticut State University**  
**School of Graduate Studies**  
***Guide to Formatting Your Thesis, Special Project Proposal,***  
***or Dissertation***  
**July 2011**

## **Overview**

This manual provides master's and doctoral degree students with current guidelines and regulations regarding

- thesis/special project proposal/dissertation submission and approval
- required thesis/special project proposal/dissertation format
- submission of the thesis/dissertation to ProQuest™ (*Note: SCSU only requires submission of the thesis or dissertation to ProQuest™.*)
- special project final product submission and approval

Students must confer with the graduate coordinator of their home departments for discipline-specific guidelines that would be in addition to those listed in this manual. Please consult the 2011-2012 Graduate Catalog or the School of Graduate Studies website for graduate coordinator contact information by department/program.

The content and the technical formatting of the thesis/special project proposal/dissertation is the responsibility of the student. Students may wish to use the services of an academic copy editor to ensure that the submitted document is grammatically correct, free of typographic errors, and formatted according to the specifications listed in this document.

## **Research Involving Human or Animal Subjects**

By federal law, all research involving human or animal subjects requires prior ethical review and approval by an independent review committee. At SCSU, the relevant committee for research involving human subjects is the Institutional Review Board (IRB). No data or recruitment of subjects may take place without IRB approval. The Institutional Animal Care and Use Committee (IACUC) has jurisdiction over research involving non-human subjects.

Before beginning a research study, the student should consult with his/her advisor regarding the procedure for obtaining appropriate ethical review. Copies of the necessary forms and instructions for submission can be obtained from the Research Protection Program (RPP) office located in Engleman A110 or on the School of Graduate Studies website <http://www.southernct.edu/grad/research>. In cases where research involving human or animal subjects is being performed at another institution, approval also must be obtained from that institution's IRB or IACUC representative. Copies of such approval should be attached to the RPP forms to expedite the review process.

## **Thesis/Dissertation Structure**

*(Note: Elements 9-14 below might have different titles or some elements might not be included in the thesis/dissertation. Students must refer to their department's thesis/dissertation guidelines for guidance. In the absence of such a document, students will include all of the elements below (and in the order listed).)*

**Preliminary Pages:** Preliminary pages consist of the title page, copyright notice (optional), signature page, abstract, dedication (optional), acknowledgment (optional), table of contents, list of figures, list of tables, and other lists. Preliminary pages are paginated separately from the rest of the page immediately following the title page. The title page is counted, but it is not numbered. Beginning with the page immediately following the title page, place page numbers in lowercase Roman numerals centered at the bottom of each preliminary page. The Roman numerals are continued up to the first page of the text.

1. Title Page (see sample at the end of the document): The title of the thesis/dissertation is single-spaced and it must appear in all capital letters with each line centered on the page. The degree date should be the month in which the degree is conferred (e.g. May, August,

- January). The title page is not numbered, but it is counted. All text on the title page must be centered both vertically and horizontally.
2. Signature Page (see sample at the end of the document): The signature page contains the title of the thesis/dissertation contains the title of the thesis and the signatures of the thesis/dissertation advisor, committee member(s), and the Dean of the School of Graduate Studies. The title of the thesis/dissertation must be placed in all capital letters, centered and placed two (2) inches from the top of the page. A lower-case Roman numeral is used on the signature page.
  3. Copyright Notice (optional): Copyrighting of the thesis is optional. If included, the copyright page follows the title page. The copyright page is not numbered, but it is counted. The copyright symbol © should appear with your full legal name and the year centered between the margins on the page and approximately two-thirds of the way down the page e.g.,

© Copyright by Jane Doe, 2011

4. Abstract (see sample at the end of the document): The abstract summarizes the research undertaken and its findings. The abstract must be limited to 300 words or less. It should be double-spaced, adhere to the same style guide as the thesis/dissertation manuscript. The title of this page, Abstract, must be in all capital letters and placed two (2) inches from the top of the page. A lower-case Roman numeral is used on the abstract page.
5. Dedication page (optional): The dedication page provides recognition to special individuals who have provided support or assistance to the candidate during his/her thesis research. The dedication is single-spaced and centered on the page horizontally and vertically.
6. Acknowledgments: Acknowledgements recognize those who have been instrumental in the completion of the project.
7. Table of Contents: The table of contents includes all chapter headings, the bibliography or list of references. Preliminary pages (everything prior to the thesis Introduction section are not included).
8. List of Figures and/or Tables.

***Body of the thesis/dissertation***

9. Introduction: This section delineates the topic or problem to be investigated and presages the research methodology and findings.
10. Literature Review: The literature review summarizes current peer-reviewed research on the research problem or topic.
11. Methodology: This section describes the research methods that the candidate employed to gather evidence or experimental results.
12. Results: This section summarizes the collected data and/or evidence and provides the candidate's interpretation of the data and/or evidence.
13. Discussion: The candidate discusses his/her research findings, provides evaluations and suggests plans for additional research.
14. Conclusions

***Reference Material***

15. References: The title, References, appears in capital letters centered two (2) inches from the top and only on the first page of the section. (Example: REFERENCES)
16. Appendices (if applicable): The title, Appendix, appears in capital letters centered two (2) inches from the top. All appendices must be listed in the Table of Contents. Each appendix must have a letter designation (in order of appearance in the text of the thesis/dissertation). (Example: APPENDIX A: IRB APPROVAL LETTER, APPENDIX B: LETTER OF COLLABORATION)

### **Special Project Proposal Structure**

The Special Project proposal must contain the following items:

- a. Title Page (see example at the end of this document)
- b. Introduction and overview
- c. Significance and Relevance
- d. Brief Review of Literature
- e. Research Methods or Plans for Conducting the Project
- f. Project Results
- g. Conclusions and Recommendations

### **Departmental Thesis/Special Project Proposal/Dissertation Formatting Guidelines**

Students must confer with the graduate coordinator of their home departments for discipline-specific formatting guidelines that would be in addition to the required School of Graduate Studies formatting guidelines listed in the next section. Please consult the 2011-2012 Graduate Catalog or the School of Graduate Studies website for graduate coordinator contact information by department/program.

### **School of Graduate Studies Formatting Guidelines for Theses/Special Project Proposals/Dissertations**

1. Paper: All pages submitted to the School of Graduate Studies must be printed on 8.5 x 11 inch white bond paper that is at least 25% cotton and 20 lb. weight.
2. Font and point size: Candidates must use one of the following fonts: Arial, Times New Roman, or Helvetica font (11 or 12 point).
3. Margins: Margins must be 1 inch on all sides, top and bottom.
4. Spacing: The thesis text must be double-spaced. Long quotations and appendices may be single-spaced. For footnotes, endnotes, and references, the candidate must follow the format used by his/her discipline.
5. Pagination: The required preliminary pages (e.g. title, signature page, abstract) are numbered consecutively using lower case Roman numerals. Text, appendix, and reference pages are numbered consecutively using Arabic numerals. A page number is located at the bottom center of each page.
6. Tables and Figures: Tables and figures must fit within the prescribed margins. Table headings are placed at the top of the table while figure captions are placed at the bottom of the figure. All tables and figures must be clear and legible.
7. Photographs and Graphics: Digital quality photographs or scanned images/graphics must be used. Photographs and graphics must be printed directly onto the bond paper.
8. Reprint permission: Use of photographs, charts, tables, artwork, and graphs (by other authors) requires written permission from those authors. Furthermore, the author's work must be acknowledged in the document. These permissions may be listed in a separate Appendix.

### **Approval of the Completed Thesis/Dissertation by the Committee**

1. The student submits completed copies of the thesis or dissertation to his/her committee for review. This process could take time if the committee requires the student to make revisions to the thesis or dissertation.

2. Once the committee has approved the thesis or dissertation, the members of the committee will sign the thesis/dissertation signature page and submit a final thesis grade. The student will then be ready to submit his/her thesis or dissertation to the School of Graduate Studies for format check.

### **Submission and Approval of the Special Project Proposal**

Upon completion of the Special Project proposal, the student submits the proposal to his/her committee and department chairperson. If, after reviewing the proposal, the Special Project advisor, the second reader, and the department chairperson, approve of it, they will sign the *Special Project Proposal Signature Sheet*. The signatures of the Special Project advisor and department chairperson signify that the proposal meets the requirements set forth in this document and in the selected style manual. The student will then submit the *Signature Sheet* to the School of Graduate Studies for review and final approval.

The Dean of the School of Graduate Studies will review the Signature Sheet and provide the final approval. The School of Graduate Studies will retain the original copy of the *Signature Sheet* and send a copy to the student and to his/her Special Project advisor. Upon receipt of this document, the student may commence work on his/her Special Project.

### **Submission and Approval of the Special Project Final Product**

The student should work closely with the Special Project advisor to complete the Special Project. Upon completion of the proposed work, the student will submit the result of that work (the 'product') to his/her special project committee (special project advisor and second reader) and to his/her department chair for review and approval. They will sign the *Special Project Completion Sheet* and forward the signed *Sheet* to the School of Graduate Studies. The Dean of the School of Graduate Studies will review the aforementioned approval documentation and provide the final approval, thus signifying that the student has successfully completed the Special Project.

### **Submission of the Completed Thesis/Dissertation to the School of Graduate Studies**

1. The student must submit, for final approval, an original, clean, unbound copy (on white bond paper) of his/her committee-approved thesis or dissertation to the School of Graduate Studies for format check. The unbound copy must be delivered in a box or expandable fiber envelope.
2. If the thesis or dissertation passes the format check, the Dean of the School of Graduate Studies will provide the final approval. If the thesis or dissertation does not pass the format check, it will be returned to the student for format revision. This process will continue until the thesis or dissertation passes the format check.
3. ***IMPORTANT DATES:*** A fully approved thesis or dissertation must be submitted to the School of Graduate Studies by July 8, 2011 for August graduation; November 4, 2011 for December graduation; and April 6, 2012 for May graduation. A fully approved thesis or dissertation is one in which the Signature page reflects all required signatures including that of the Dean of the School of Graduate Studies.

### **Required Submission of the Thesis/Dissertation to ProQuest™**

1. ***The student is required to have his or her thesis or doctoral dissertation microfilmed by ProQuest™. The costs associated with this service are the responsibility of the student.*** When submitting the thesis to the School of Graduate Studies, the student must provide the completed ProQuest™ form (available from the School of Graduate Studies website) and a certified check or money order payable to Proquest™.
2. If the student chooses to copyright his/her thesis or dissertation, ProQuest™ will act as the student's agent with the Library of Congress Copyright Office. This document can be

accessed at [http://www.proquest.com/en-US/catalogs/services/author\\_services.shtml](http://www.proquest.com/en-US/catalogs/services/author_services.shtml). For a detailed explanation of copyright law as it relates to graduate research, you may consult *Copyright Law and Graduate Research* by Kenneth Crews Students may view this document at <http://www.proquest.com/enUS/products/dissertations/copyright/>

**Thesis/Special Project/Dissertation Style Requirements by Graduate Program (Master’s, Sixth-Year, Ed.D)**

Note: Students must use the latest edition of the style guide. The table below lists each graduate program and its required style guide; However, students are advised to check with their program coordinator for the latest information about the required style guide.

ACS: American Chemical Society

APA: American Psychological Association      ASA: American Sociological Society

CBE: Council of Biological Editors

CHI: Chicago Manual of Style

IEEE: Institute of Electrical and Electronics Engineers

MLA: Modern Language Association

<b>Program</b>	<b>Style</b>
Art	APA
Biology	CBE
Business Administration	APA
Chemistry	ACS
Communication Disorders	APA
Computer Science	IEEE
Counseling and School Psychology	APA
Creative Writing-MFA	MFA program guidelines
Education	APA
English	MLA
Environmental/Science Education	APA
Exercise Science	APA
History	CHI
Information and Library Science	APA
Marriage and Family Therapy	APA
Mathematics	Chicago
Nursing	APA
Political Science	APA
Psychology	APA
Public Health	APA
Reading	APA
Recreation and Leisure	APA
Research, Statistics, and Measurement	APA
School Health Education	APA
Sociology	ASA
Special Education	APA
Women’s Studies	APA
World Languages and Literature	MLA

THE HISTORY OF WIDGETS IN NEW ENGLAND

BY

JANE DOE

A Thesis Submitted to the School of Graduate Studies  
in Partial Fulfillment of the Requirements for the Degree of  
Master of Science

Southern Connecticut State University  
New Haven, Connecticut  
May 2012

**SAMPLE TITLE PAGE FOR A MASTER'S THESIS**

A NEW INTERVENTION

BY

JANE DOE

A Special Project Submitted to the School of Graduate Studies  
in Partial Fulfillment of the Requirements for the Degree of  
Master of Science

Southern Connecticut State University  
New Haven, Connecticut  
May 2012

**SAMPLE TITLE PAGE FOR A SPECIAL PROJECT PROPOSAL**

THE HISTORY OF WIDGETS IN NEW ENGLAND

BY

JANE DOE

A Thesis Submitted to the School of Graduate Studies  
in Partial Fulfillment of the Requirements for the Degree of  
Doctor of Education

Southern Connecticut State University  
New Haven, Connecticut  
May 2012

**SAMPLE TITLE PAGE FOR A DISSERTATION**

THE HISTORY OF WIDGETS IN NEW ENGLAND

BY

JANE DOE

This thesis was prepared under the direction of the candidate's thesis advisor, Dr. James Scientist, Department of Widget Science, and it has been approved by the members of the candidate's thesis committee. It was submitted to the School of Graduate Studies and was accepted in partial fulfillment of the requirements for the degree of Master of Arts.

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James E. Scientist, Ph.D.  
Thesis Advisor

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Mary A. Engineer, Ph.D.  
Second Reader

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Daisy B. Poet, M.F.A.  
Department Chairperson

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Holly Crawford, Ph.D.  
Dean, School of Graduate Studies

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Date

**SAMPLE SIGNATURE PAGE FOR A MASTER'S THESIS**

WIDGET PRODUCTION: A COMPLETE HISTORY

BY

JANE DOE

This thesis was prepared under the direction of the candidate's dissertation sponsor, Dr. James Scientist, Department of Widget Science, and it has been approved by the members of the candidate's dissertation committee. It was submitted to the School of Graduate Studies and was accepted in partial fulfillment of the requirements for the degree of Doctor of Education.

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James E. Scientist, Ph.D.  
Thesis Advisor

---

Mary A. Engineer, Ph.D.  
Second Reader

---

Daisy B. Poet, Ed.D.  
Department Chairperson

---

Holly Crawford, Ph.D.  
Dean, School of Graduate Studies

---

Date

**SAMPLE SIGNATURE PAGE FOR A DISSERTATION**

## ABSTRACT

Author: Jane Doe  
Title: THE HISTORY OF WIDGETS IN NEW ENGLAND  
Thesis Advisor: Dr. James E. Scientist  
Institution: Southern Connecticut State University  
Year: 2012

The abstract summarizes the research undertaken and its findings. The abstract must be limited to 300 words or less. It should be double-spaced, adhere to the same style guide as the thesis/dissertation manuscript. The title of this page, Abstract, must be in all capital letters and placed two (2) inches from the top of the page. A lower-case Roman numeral is used on the abstract page.

**SAMPLE ABSTRACT PAGE**

**Southern Connecticut State University**  
**School of Graduate Studies Special Project Proposal Signature Sheet**  
**[Form must be typed]**

Name: \_\_\_\_\_ Banner I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Program: \_\_\_\_\_ Number of Credits Completed: \_\_\_\_\_

Name of Special Project Advisor: \_\_\_\_\_

Name of Second Reader: \_\_\_\_\_

Title of Special Project: \_\_\_\_\_

Anticipated date of completion of Special Project Report: \_\_\_\_\_

The standard style manual to be used in writing Special Project Report: \_\_\_\_\_

**Student's Statement:** I recognize that once my committee, department chair, and Dean of the School of Graduate Studies approve my Special Project proposal, I am expected to complete the scholarly work described in the proposal in accordance with department and School of Graduate Studies requirements. I have consulted with my advisor regarding the procedure for obtaining appropriate ethical review and IRB or IACUC approval of my research. If my research involves human participants, I have attached a copy of my IRB approval or exemption letter. If my research involves vertebrate animal use, I have attached a copy of my IACUC approval.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Advisor/Reader/Chairperson Statement:** I have reviewed the enclosed Special Project Proposal and find it meets the standards of the discipline and the department for a Special Project Proposal.

\_\_\_\_\_  
Signature of Special Project Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Second Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Graduate Dean

\_\_\_\_\_  
Date