

# Western Kentucky University Graduate Studies and Research

## GUIDELINES FOR MASTER'S THESIS & SPECIALIST PROJECT

The content of the master's thesis and/or specialist project is the responsibility of the student and research advisory committee. Colleges and/or departments may choose the style manual appropriate to their individual fields; however, a copy of the manual must be supplied to the Graduate Studies Office.

The student is responsible for fulfilling all requirements in the preparation, submission, and distribution of the thesis or specialist project. The following guidelines explain the required procedure. Please read carefully so that delay and confusion may be minimized.

### Thesis & Specialist Project Procedures

1. Thesis/project should be presented to his/her research advisory committee.
2. Signature page should be signed by all committee members when the thesis/project is defended. The signature page is **NOT** the same as the Form E. You **cannot** substitute the Form E for the signature page.
3. All revisions suggested by the thesis committee must be made before the thesis/project is submitted to Graduate Studies.
4. One copy of the thesis/project and signature page should be sent to Graduate Studies.
5. The reader from Graduate Studies will review the thesis/project for adherence to required format and basic spelling and grammar. The reader has up to two weeks to proofread and return the thesis/project to Graduate Studies.
6. The student will pick up thesis/project from Graduate Studies after the reader has reviewed the thesis/project. **These corrections will not be mailed, faxed, or emailed**; students can include a postage-paid envelope to have the corrections sent to them *if they are unable to pick up the corrected thesis/project*.
7. The student will make corrections to the thesis/project. Students should refer to the **Mechanics of the Thesis/Specialist Project** paying careful attention to *(7.) Parts of the Thesis or Specialist Project*.
8. Student will complete the attached Information Sheet, Distribution Sheet, and other appropriate materials, and make appropriate copies of the entire thesis/project, including a copy of the signature page in each. **The graduate office is not responsible for making these copies.**
9. All copies of the thesis/project should be returned to Graduate Studies where the Graduate Dean will sign the signature sheet.
10. The thesis/project will be sent to the binder.

*All required copies of the thesis or specialist project must be submitted to the Graduate Studies Office before the diploma can be issued.*

**NOTE: Please turn in the Form E (Comprehensive Examination Sheet) separately from your thesis/project.**

## **Mechanics of the Thesis or Special Project**

1. Type Style. Suggested font is Times New Roman (12 point).
2. Paper. The original (after approved by the Committee and Graduate Office) must be printed on 100% cotton fiber content, 8 ½ x 11 white bond paper.
3. Spacing. All typing should be double spaced throughout with exception to: inset quotation, footnote, tabular form, and bibliography.
4. Margins. Left margin should be 1 ½ inches to allow for binding. Make other margins (top, bottom, right) 1 inch. These margins should be used on all ages and right hand margin should be kept as uniform as possible without right justify. Do not use running heads in the text. Paragraphs should be indented five spaces. Long quotations should be indented five spaces on the left, right, and an additional five spaces to indicate paragraphs within the quote.
5. Illustrative Material. Special care should be given to the preparation of tables, charts, pictures, and graphs. Large foldouts should be placed in the appendix. Illustrative material may be reproduced by typing, computer graphics, lettering with black ink, photographing, or other permanent duplicating processes. Be sure to give proper credit to any reference used.
6. Numbering. Page numbers should be placed in the upper right corner of the page, except for pages with major headings (the first page of chapter, etc.) which should be numbered at the center bottom of the page. Preliminary pages (approval/signature page, abstract, acknowledgement, table of contents, list of tables and list of figures, etc) are numbered with lower case Roman numerals centered at the bottom of the page. The title and signature pages are not numbered but are considered as page one and two in a series. The text and subsequent parts are given cardinal numbers.
7. Parts of the Thesis or Specialist Project. The pages should be arranged in the following order.
  - A. First fly-leaf
  - B. Title page
  - C. Signature page
  - D. Acknowledgements (optional)
  - E. Table of Contents
  - F. List of illustrations (if needed)
  - G. Abstract (Abstract is not to exceed 500 words, an example is attached)
  - H. Text
  - I. Appendix (if references are used in any appendix)
  - J. Bibliography
  - K. Last fly-leaf

If using APA style manual, the appendices should be placed after the bibliography if no references are used in any of the appendices.

## **Enrollment and Thesis or Specialist Project**

If the thesis or specialist project is not completed during the initial period of registration for this credit, the student must maintain matriculation until the thesis or project has been submitted and approved by the Office of Graduate Studies. To maintain matriculation, the student must register for 600 (thesis) or 700 (project) during any semester or summer term in which he/she will be actively pursuing the thesis/project or will be submitting it for approval. Enrollment in *Maintaining Matriculation* courses does not result in a grade or credit toward any degree or non-degree program.

To avoid late payment, it is pertinent to register at the beginning of the semester. Completion of the thesis or specialist project is the student's responsibility. Neither the Office of Graduate Studies, nor your committee is obligated to finalize the document. You are strongly encouraged **NOT** to leave campus until Graduate Studies has given final clearance of your thesis/project and degree.

## **Thesis/Project Grade**

Any incompletes (for thesis/project research hours or other course work) must be taken care of by the student and thesis/project director, or appropriate faculty member. No degree will be awarded until all grade changes have been processed in the Registrar's Office.

(Signature Page)

**TITLE**

FOR EXAMPLE ONLY

Date Recommended \_\_\_\_\_

\_\_\_\_\_  
Director of Thesis

FOR EXAMPLE ONLY

FOR EXAMPLE ONLY

\_\_\_\_\_  
Dean, Graduate Studies and Research      Date

(Sample Title Page)

TITLE, ALL CAPS, CENTERED

FOR EXAMPLE ONLY

A Thesis  
Presented to  
The Faculty of the Department of \_\_\_\_\_  
Western Kentucky University  
Bowling Green, Kentucky

FOR EXAMPLE ONLY

In Partial Fulfillment  
Of the Requirements for the Degree  
Master of \_\_\_\_\_

By  
Complete Name

Month and Year

FOR EXAMPLE ONLY

(Sample Abstract Page)

TITLE OF THESIS IN CAPS CENTERED

Name

Date

Pages

Directed by: James Smith, L. C. Jones, and Greg Martin

FOR EXAMPLE ONLY

Department of Psychology

Western Kentucky University

The above is an example of the form to be used for the heading of the abstract page of the thesis. Many times researchers will have to rely upon the abstract to determine if they read the entire thesis. Therefore, care should be taken in making the abstract outline exactly what the thesis has to offer the prospective reader.

The abstract should give a concise statement of the problem or problems being researched. Some concerns that the abstract might address – What is my purpose? What am I trying to discover/prove? Why is the question important, etc?

The method of investigation into the problem should be identified along with the source the data. Details about ways the information was analyzed might also be helpful. Finally, the conclusions—or lack thereof—should be considered.

FOR EXAMPLE ONLY

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_

Complete \_\_\_\_\_

Initials \_\_\_\_\_

**DISTRIBUTION SHEET FOR THESIS/SPECIALIST PROJECT**

**(Please type or print clearly)**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

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

\_\_\_\_\_

Thesis Title: \_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

Committee: \_\_\_\_\_, Director

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Required Copies**

***Student pays for xeroxing of three copies; library pays for binding of two copies.***

Copy 1: (Original) Library, unbound – 100% Cotton Fiber Content

Copy 2: Library, bound – Xerox paper

Copy 3: Student, bound – Xerox paper

**Optional Copies**

Student pays for Xeroxing and binding of all copies listed as optional. Advance payment is required for all optional copies. The binding fee is \$10 per copy payable to Western Kentucky University by personal check or money order **ONLY**. This fee is subject to change.

Copy 4: Send to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Copy 5: Send to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Attach separate sheet for additional copies.***

**Copies Requested by Department**

Requests for departmental copies must be submitted directly to the Library in the form of a *Department Purchase Requisition*. This sheet can be obtained from the department.

Number of copies requested: \_\_\_\_\_ Department making request: \_\_\_\_\_

## **AUTHORIZATION FOR USE OF THESIS**

**Permission is hereby (Check one)**

\_\_\_\_\_      Granted to Western Kentucky University Library to make, or allow to be made photocopies, microfilm or other copies for appropriate research.

\_\_\_\_\_      Reserved to the author for making of copies of this thesis except for brief sections for research and scholarly purposes.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

***This form will be filed with the original thesis and will control future use of the thesis.  
Your thesis/project will not be processed without this sheet.***

# General Information Sheet

**\*\*To be turned in with draft copy for reader\*\***

**Please type or print clearly**

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please mark which method is the best one for contacting you (Check *only* one)**

Email \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

## Thesis & Specialist Project Drop-Off

When dropping off the draft copy of your thesis/specialist project for the Graduate Studies reader to revise, please include this information sheet so we may contact you when it is ready for pick-up.

When dropping off the final copies of your thesis/specialist project, please be sure you have completed all required documents (**distribution sheet, authorization sheet, check or money order for additional copies, and departmental copy request form**) and include them with your copies.

When turning in your final copies, please place each copy in a separate folder and label them accordingly. For example, "(Cotton) Copy 1", "Required Copy 2, 3," "Optional Copy 4,5,..." All information sheets and your check or money order should be **paper-clipped** to the outside of the cotton copy folder.

***Also ensure your thesis/specialist project is in its entirety, including the signature page. The Office of Graduate Studies, nor your committee is responsible for completion of your thesis/specialist project. If the signature page, or any other information, is missing, you will be contacted and expected to furnish us with this information. Your thesis/specialist project will not be sent to the binder until it is complete.***

***Thesis/project grade submission is the responsibility of the student's thesis/project chairperson or the advisor. It is NOT the responsibility of the graduate office.***