

# ***GUIDELINES FOR PREPARING the MASTERS' PROJECT***



**THE DIVISION OF  
GRADUATE STUDIES  
Jackson State University**

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Effective Spring 2008  
Supersedes all Previous Versions

## **PREFACE**

Students in selected masters programs must demonstrate evidence of a high degree of scholarship, competence in scholarly exposition and ability to select, organize and apply knowledge through a project. "Guidelines for Preparing the MASTERS' PROJECT", as developed and enhanced by the Graduate Faculty of Jackson State University, provides examples of best practices concerning format standards that must be met before it receives final approval by the Division of Graduate Studies. These guidelines describe in detail the university-wide minimum standards for formatting master's project, offers advice on how to meet those requirements and follows recommendations of the Council of Graduate Schools (CGS).

It is anticipated that these guidelines will likely contribute to program quality, improve student morale, limit attrition, and decrease the time it takes to fulfill the requirements for master-level degrees.

This "Guidelines for Preparing the Masters' Project" supersedes all previous versions. This manual is effective with the Spring, 2008 Semester.

## **Graduate Web Resources**

### **Homepage**

<http://www.jsums.edu/~gadmappl>

### **CyberOrientation**

<http://www.jsums.edu/~gadmappl/Orient.html>

### **Dates and Deadlines**

<http://www.jsums.edu/~gadmappl/Dates.html>

### **Graduate Catalog**

<http://www.jsums.edu/~gadmappl/Catalog/Gradcatalog.html>

### **CyberAdvising**

<http://www.jsums.edu/~gadmappl/Resource.html>

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## LIST OF COMMITTEE MEMBERS

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Sociology, College of Liberal Arts

Dr. Tor Kwembe  
Mathematics, College of Science and Technology

Dr. Jean Chamberlain  
English, College of Liberal Arts

Dr. Darlene Thurston  
EDFL, College of Education

For the Division of Graduate Studies  
Dean: Dr. Dorris R. Robinson-Gardner  
Higher Education, College of Education and Human Development

Dr. Jeffrey D. Zubkowski  
Chemistry, College of Science and Technology

## LIST OF REQUIRED STYLE MANUALS

**College of Business**  
MBA and MPA (APA Style Manual)

**College of Education and Human Development**  
Early Childhood (APA Style Manual)

Educational Administration and Supervision  
(APA Style Manual)

Elementary Education (APA Style Manual)

Guidance & Counseling (APA Style Manual)

Health, Physical Education and Recreation  
(APA Style Manual)

Reading Education (APA Style Manual)

Rehabilitative Services (APA Style Manual)

Secondary Education (APA Style Manual)

Special Education (APA Style Manual)

**College of Liberal Arts**  
Criminal Justice and Sociology  
(APA Style Manual)

English and Modern Foreign Languages  
The MLA Style Manual

History Turabian

Mass Communication (APA Style Manual)

Music Turabian

Political Science Turabian\_

**College of Public Service**  
Communicative Disorders (APA Style Manual)

Public Policy and Administration Turabian

Public Health (APA Style Manual)

Social Work (APA Style Manual)

Urban and Regional Planning (APA Style Manual)

## College of Science, Engineering and Technology

Biology	Turabian
Chemistry	(ACS Style Manual)
Computer Science	Turabian
Technology	(APA Style Manual)
Mathematics	(AMS Journal Article and Book Style)
Science Education	Turabian

## INTRODUCTION

The Division of Graduate Studies has administrative supervision of all graduate work at the University. The Division of Graduate Studies is composed of the departments which offer graduate instruction leading to masters', educational specialist, and doctoral degrees. The faculty of the Division of Graduate Studies consists of those faculty members in the departments who are qualified to teach and conduct research on the graduate level. Members of the graduate faculty engage in scholarly pursuits in terms of research, writing, publishing, and participating in professional organizations.

To receive a graduate degree from Jackson State University students must satisfy successfully all requirements of their departments and the Division of Graduate Studies as articulated in the Graduate Catalog. Specifically, the students must complete all required coursework, pass all required entrance and exit examinations (written and oral), complete successfully all projects, adhere all university academic guidelines and satisfy any additional academic requirements set forth by their graduate academic advisors.

Degree applicants must demonstrate to the satisfaction of the departmental graduate faculty, academic school dean, and to the Division of Graduate Studies Dean that they have attained through intelligence, scholarship, industry, and personal qualities, the high level of professional and academic competence which the graduate faculty expects of a person holding the degree being sought. The determination of fitness to qualify for the degree rests solely upon the estimate which the graduate faculty makes of the student's right to the degree.

Masters' candidates may submit a project meeting departmental policies and must defend it

in a formal, public forum. Minimum policies and standards for establishing a project committee and for preparation and submission are outlined in this publication and are supplemented by documents from the Division of Graduate Studies and individual departments. This manual was prepared using the required style guidelines for the "Table of Contents", chapter headings, margins, pagination, etc. All procedures must be followed.

The Division of Graduate Studies has developed two forms to be processed by degree candidates completing projects. These forms may be obtained online at

<http://www.jsums.edu/~gadmappl>.

The forms properly executed provide general directions for successful completion of this requirement. Each form must be completed under the direction of the student's advisor.

**Committee Approval Form** documents the constitution of a student's project committee and approval of the student's research proposal by the student's committee.

**Committee Report of Defense Results** is completed upon the successful defense of the project before the student's committee. This form must be submitted prior to final clearance for graduation.

## 1. CALENDAR

The Division of Graduate Studies issues a calendar each year which indicates the last day for satisfying all graduation requirements and submitting the final clearance form to the Graduate Office. This form is for students planning to graduate in May, and for those planning to graduate in August.

Two weeks prior to this final deadline, the final corrected and approved copy or copies of all project are to be submitted. The Division encourages students to submit their manuscripts well before this deadline.

Students, therefore, must complete all work on the project at least ONE MONTH prior to the last day for final clearance in order to allow time for the scheduling of the oral defense of the

project. It is strongly recommended that approval of the project be obtained from each member of the student's committee at least two months prior to the deadline for the final clearance.

It is the student's responsibility to submit materials to the department, school and/or College in time for the chair and dean to review by the deadline. In particular, please make sure that your defense is scheduled early enough in the semester to allow you to complete the requirements outlined in this document. If the deadline is not met for any reason, your graduation will be deferred to a later semester.

Your department, school and/or college must approve the physical manuscripts to be published and placed in the Library. If you wish to make changes, your department, school and/or college must approve them in writing before the deadline.

After your final copies and abstract have been submitted, they are reviewed to ensure that they meet the university-wide requirements. If they do not, you, your department, school and/or college will be contacted explaining what must be done to correct the deficiencies, and when those corrections must be submitted.

## **2. TIPS FOR WRITING**

It is the responsibility of your committee to judge your project from all standpoints, including neatness, mechanics, and technical and professional competency. Therefore, it is important that you provide them a copy of your manuscript before your defense. Check with your department for a calendar.

The printed project is the public display of the quality of work acceptable to the student's department, academic college for fulfilling graduate degree requirements. The student must prepare the information for the document, present it in an orderly fashion, undergo a review cycle, and achieve publication. Each department has adopted a style manual for use by its graduate students for the text, bibliography and references. Use only the style manual approved by your department.

When you are about to begin, writing a project seems a long, difficult task. That is because it is a long, difficult task. One key to success is to

adopt a systematic approach to achieve your goal.

## **I. PREPARE AN OUTLINE**

- A. Create an outline
  - 1. Chapter headings,
  - 2. Sub-headings
  - 3. Figure titles
  - 4. Notes and comments.
- B. Discuss your outline with the chairperson of your committee.
- C. Give the chairperson of your committee a copy of your outline for reference.

## **II. BE ORGANIZED**

- A. Have a computer filing system.
  - 1. Open a computer document for each chapter and one for the references.
  - 2. Make a back-up of these files and do so every day at least.
  - 3. Never keep the back-up disk close to the computer.
  - 4. You should also have a rotating master back-up.
- B. Have a physical filing system.
  - 1. A collection of folders with chapter numbers on them.
  - 2. Have a file for the plots of results and pages of calculations.
  - 3. Have a file for old notes, references, speculations, etc.,
  - 4. Put all of your folders in a box or a filing cabinet.
- C. If any of your data exist only on paper, copy them and keep the copy in a different location. Consider making a copy of your lab book. Ethics may require you to keep original data for at least ten years, and a copy is more likely to be found if two copies exist.

## **III. CREATE A TIMETABLE**

- A. Agree with the chairperson on a timetable for writing the manuscript.
  - 1. A list of dates for completing 1st and 2nd drafts of each chapter may be helpful.

2. A list of dates for your chairperson to return with useful comments and corrections may be helpful.
3. A date for completion is essential.

#### B. Meet your deadline!

Whenever you sit down to write, it is very important to write something. So write something, no matter how rough. It would be nice if clear, precise prose leapt easily from the keyboard, but they usually do not. Most of us find it easier, however, to improve something that is already written than to produce text from nothing.

So develop a draft, then clean it up for your chairperson to read.

Your chairperson will expect to read each chapter in draft form. It will be returned to you with suggestions and comments. Do not be upset if a chapter --- especially the first one you write --- is returned covered in red ink. Your chairperson will want your work to be as good as possible, because their reputation as well as yours is affected. So take a positive attitude to all the scribbles with which your advisor decorates your text.

As you write your project, you will notice an enormous improvement in the initial drafts from the first to the last chapter written. Remember, only the final draft is assessed: the more comments your chairperson adds to first or second draft, the better. [Before you submit a draft to your chairperson, run a grammar and a spell check.

If you use a result, observation or generalization that is not your own, you must usually state where in the scientific literature that result is reported. The only exceptions are cases where everyone knows it: dynamics equations need not precede a citation of Newton. The importance of this practice in science is that it allows the reader to verify your starting position. Good referencing also tells the reader which parts of the project are descriptions of previous knowledge and which parts are your additions to that knowledge. In a project written for the general reader who has little familiarity with the

literature of the field, this should be especially clear.

### 3. TECHNICAL DETAILS

The "Guidelines for Preparing the Masters' Project" comply with publication requirements of University Microfilms International. Close attention to the specifications below will result in a final draft that is both professional in appearance and acceptable to the Division of Graduate Studies.

#### Type Fonts and Print Quality

The master copy of the project must be typed on one side of the page only. Standard pica or elite type size and standard type fonts are preferred. Script type fonts may not be used. Italics may be used as specified by the style manual in use. Once selected, the type or printer font and size must be consistent throughout the document. Other special fonts may be used according to directions in the style manual.

If a computer printer is used, a letter-quality or laser printer must be used. The recommended font is Times Roman, size 12. Ribbons and cartridges should be changed as they produce a sharp, black image. The Division of Graduate Studies will make the final decision on the legibility of type used in graduate degree documents.

No boldface should be used within the project unless the student is following the style requirements of a major journal within the student's discipline.

#### Line Spacing

Standard double spacing is required for the document text. For word processors, six lines are equivalent to one inch and is the usual default setting. Most style manuals require single spacing to be used within long quotations, long tables, footnotes, multiple captions, and bibliographic entries (for exceptions, see manual recommended by your department). Double spacing should be used between footnotes and bibliographic entries.

#### Margins

The left-hand margin must be one and one-half inches wide to allow for binding; all other margins must be one inch wide. Adherence to these margins will leave a 6 x 9 inch area on each sheet of the text or illustrative material,

including page numbers. On continuation pages, this places the page number on line 7 with text beginning on line 9. Pages with major headings have text ending on line 57 with the page number on line 60. The right margins should not be justified.

Typing may extend no more than one single space below the bottom marginal line, and only then to complete a footnote or the last line of a chapter, subdivision, or figure caption. The only exceptions to the margin requirements are: the first page of each chapter or major section of the document, where typing begins two inches down from the top rather than one inch, and tables and figures may be smaller and centered, but not larger than the 6 x 9 inch area.

With the exceptions noted above, all tables and figures, including their titles, must conform to the margin requirements. Tables and figures may be photographically reduced to meet margin requirements.

Photocopies should be made only from the original copy and must be made with care to ensure that margins on all copies are accurate and consistent. It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or the top of a page. The last word on a page cannot be hyphenated.

#### Pagination

Every page of the project must have a page number except the title page, copyright page, approval page, abstract pages, and vita. If a frontispiece (usually an illustration or quotation relevant to the subject) is included before the title page, it is assigned the first small roman numeral i, but not numbered.

Small roman numerals (ii, iii, iv, etc.) are used for the preliminary pages: dedication, acknowledgments, table of contents, and the lists of tables. The title page is assigned the first small roman numeral (i, or ii if frontispiece is used), but that number does not actually appear on the title page.

Arabic number are used for the remainder of the document, including the text and the reference material. The pages are numbered consecutively beginning with 1 continuing through to the end

of the document. No other numbering scheme is acceptable; the standard scheme may not be disrupted with insertions numbered 10a, 10b, 10c, etc.

All page numbers must be placed one inch from the top, even with the right margin. On pages with a major heading, such as "APPENDIX" or "BIBLIOGRAPHY" and those beginning a chapter or major section, the page number is placed in the center bottom position (1 inch up from bottom); numbers of preliminary pages also are placed at the center bottom in small roman numerals.

#### Corrections

The retyping or reprinting of these pages is the only acceptable form of correction. It is suggested to produce the document on a word processor/computer so that corrections may be made quickly and easily. A word processor/computer also reduces the danger of making new typographical errors in a revised version.

This section of the document is adapted from "Project/Dissertations Elements and Style," from the Manual for Project and Project © 1992 by the Tennessee Conference of Division of Graduate Studiess. The text of this document may be reproduced in any form provided acknowledgment of adaptations is given to the Tennessee Conference of Graduate Schools Guide to the Preparation of Project and Dissertations.

The following table lists all the potential parts of a project and the order in which they occur.

#### Preliminary Material

##### Title Page

This page is assigned Roman number "i," although the number does not appear on the page. The date used is the month and year of commencement. The student's name must appear as he/she is registered at the institution. The wording and format must be exactly as shown.

Table. Arrangement of Items in the Project.

Item	Comment	Page Assignment
<b>Preliminary Material</b>		
Title Page	Required	Counted as page i, but not numbered
Approval Page	Required	Counted as page ii, but not numbered
Copyright Page/Blank Page		No page number
Dedication Page	Optional	No page number
Table of Contents	Required	iii
List of Tables	If needed	Small Roman numeral
List of Figures	If needed	Small Roman numeral
List of Plates	If needed	Small Roman numeral
List of Symbols or Abbreviations	If needed	Small Roman numeral
Acknowledgements	Required	Small Roman numeral
Abstract	Required	Counted, but not numbered
<b>Text</b>		Starts with page 1
<b>Supplementary Material</b>		
<b>Bibliography</b> or Works Cited	Required	
<b>Appendix or Appendices</b>	If needed	Follows pagination
Vita	Required	Counted, but not numbered

#### Approval Sheet

Each copy of the project submitted must have an approval sheet using the exact wording and format shown on the sample page. This sheet must be on the same brand and weight of cotton paper and be in the same base type face as the remainder of the project. The name used on the approval sheets and title page must be that under which the student is registered at the institution. Although the original approval sheets may be copies, the committee signatures must be original. Black ink is required for the original signatures. The number of signature lines must equal the number of committee members. The major and degree to be awarded must be exactly those to which the student was admitted officially by the Division of Graduate Studies. The approval sheets are not numbered, nor are they counted in the numbering sequence.

#### Copyright Page

This page is included only if the manuscript is being formally copyrighted, through University Microfilms. Forms are obtained in the Division of Graduate Studies.

#### Dedication Page

If the student wishes to dedicate the manuscript, the dedication statement is included at this point.

#### Table of Contents

The Table of Contents may vary in style and amount of information included. Chapter or Section titles, the Bibliography or List of References, the Appendix(es), if any, and the Vita must be included. Page numbers given for the Bibliography and Appendix should be those assigned to the separation sheet preceding each of those items. Although it is not necessary to include all levels of headings, inclusion must be consistent. If a particular level is included at any point, all headings of that level must be included.

#### List of Tables/List of Figures/List of Plates

If there are five or more tables or figures, a List of Tables and/or Figures must be included. There must be separate lists for tables, figures and plates. Any tables or figures appearing in the appendix are also included in the appropriate list. Each title must be different from the other titles.

**List of Symbols/List of Abbreviations/Nomenclature**  
The title of this material should reflect its content and may be included to define specialized terms or symbols. This information may also be placed in an appendix.

#### Acknowledgments

This page is to thank those who have helped in the process of obtaining the graduate degree. Permissions to quote copyrighted material are listed here, as well as acknowledgments for grants and special funding.

### Abstract

The abstract of the masters' project should be a concise review of the work containing a brief summary of the problem and the results of the research. The following information is typically contained in the abstract:

- (1) a short statement concerning the area of investigation
- (2) a brief discussion of methods and procedures used in gathering the data
- (3) a condensed summary of the findings and conclusions reached in the study

### Text

Refer to the style manual required by your department for items not discussed in this section. This includes the format for references.

### Divisions

The manuscript must be divided into a logical scheme that is followed consistently throughout the work. Chapters are the most common major division, but sections and parts are also permissible.

Each chapter or section must be numbered consecutively and begin on a new page. A division entitled INTRODUCTION may be the first numbered chapter or section, or may precede the first numbered chapter or section. Chapter or section titles are primary divisions of the entire manuscript and are not part of the subdivision scheme.

### Subdivisions

Any logical system of subdivision within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. Most style manuals will give a scheme of subdivisions. The appearance of the heading must vary for each level of subdivision unless a numbering system is used to indicate level. The subdivisions within a chapter or section do not begin on a new page unless the preceding page is filled. If there is not room for the complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin on the next page. First and second level subdivisions are always preceded by extra space to indicate to the reader a major shift in subject. Any levels of subdivision below the first two are not required to have extra space above but must be treated consistently.

### Tables, Figures and Plates

#### Titles

Since tables and figures are separate entities, they must be numbered independently. Each table or figure must have a unique title descriptive of its

contents. This title appears at the top of the table and at the bottom of the figure. Figures containing parts must be given a

general title, after which the figure may be broken down into "A" and "B" parts. For multiple-part figures, the title may be integrated, with titles for each part as part of the general figure title, or composite, with no reference to the individual parts. No two figures may have exactly the same title. The formatting of the titles must be consistent for all tables and figures.

### Numbering of Tables and Figures

Tables and figures may be numbered in one of several ways. Three of the most common numbering schemes are (1) to number consecutively throughout the manuscript, including the appendix, using either Roman or Arabic numerals; (2) to number consecutively within chapters or sections, with a prefix designating the chapter/section (e.g., 3-1, 3-2 ... 4-1, 4-2). Appendix tables or figures would use a prefix of A for Appendix or a prefix designating the specific appendix (e.g., A-1, A-2 or A-1, B-1, B-2); or (3) to establish a consecutive numbering system for the body of the manuscript and a different one for the appendix (e.g., 1, 2, 3 for text and A-1, A-2, A-3 for appendix). The style of numbering must be consistent.

### Placement within the Body of the Manuscript

Each table or figure must immediately follow the page on which it is first mentioned (except as noted in the next paragraph) and all tables and figures must be referred to by number, not by expressions such as "the following table/figure." When more than one table or figure is introduced on a page of text, each follows in the order mentioned. It is recommended that tables and figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. In degree of importance, tables and figures are secondary to the text so that the text dictates where the tables or figures are placed. All pages must be filled with text and in no case should a page be left significantly short because of the mention of a table or figure.

A table or figure less than one-half page in length (approximately 4 inches) may be incorporated within the text, provided the following criteria are met:

- \* Must be in numerical order.
- \* Is separated from the text by extra space
- \* Is not continued onto a following page.
- \* Follows its specific mention in the text.



It is strongly suggested that if tables and figures are integrated with text, they be placed so that they appear either at the top or bottom of a page. A mention on the upper half of a page of text would mean that the bottom half of the page would be reserved for the table or figure, and a mention in the bottom half of the page would place the table or figure at the top of the next page. There should always be a balance of no less than one-half page of text and no more than one-half page of table or figure. If multiple tables or figures are mentioned together on a page, they may be placed on pages together, provided there is approximately 1/2 inch between each.

**Placement of Tables and Figures in the Appendix**  
When all tables and/or figures are in an appendix, this fact is stated in a footnote in the body of the text attached to the first mention of a table or figure and is not repeated thereafter. When only some of the tables and figures are in an appendix, their location must be clearly indicated when the items are mentioned in the text, unless the numbering scheme makes the location obvious.

**Horizontal Tables and Figures**  
To accommodate large tables or figures, it is sometimes necessary to place them in horizontal orientation on the page. The margin at the binding edge must still be 1.5 inches, and all other margins at least 1 inch. The margin at the top of the page and the placement of the page number must be consistent with the rest of the project. The table or figure and its captions will be placed so that they can be read when the project is turned 90 degrees clockwise.

**Foldout Pages**  
Large tables and figures should be reduced to fit and 8 1/2 x 11 inch page, if possible. If not, material on approved paper larger than 8 1/2 x 11 inches may be included in the project, provided the page itself is 11 inches vertically and is folded properly. The fold on the right side must be at least 1/2 inch from the edge of the paper. The second fold, on the left side, if needed, must be at least 1 1/2 inches from the binding edge of the paper. The finished page, folded, should measure 8 1/2 x 11 inches. If the page is to be bound into the project, the paper submitted must be the same paper as the rest of the manuscript.

**Material in Pockets**  
If it is necessary to include a large map, drawing, floppy disk, videotape, or any other material which cannot be bound, these materials should be itemized in a List of Plates and indicated as being "In Pocket." A label giving the plate number, title, student's name

and year of graduation is affixed to the folded plate. A pocket for the plate will be attached to the inside back cover of the hard-bound copies at the bindery.

It is also permissible to include less bulky material such as a survey instrument or pamphlets in a pocket attached a sheet of approved paper with permanent cement. This material must be treated as a figure, mentioned in the text, and given a number and caption. Caution should be observed in using pockets since the material in them is easily lost.

**Type face for Tables**  
Since tables are typeset rather than photographed or copied from artwork, the same type face used for the manuscript must be used for tables. The size of the type may differ, depending on the "fit" of the information within the margins. Because of the type requirements for the tables, it is seldom possible to use a table from another source "as is."

**Required Table Components**  
Since tables consist of tabulated material or columns, the use of lines in tables helps the reader distinguish the various parts of the table. One of the characteristics that identifies tabulated material as a table is the presence of at least the following three lines:

- \* The table opening line, which appears after the table title and before the columnar headings
- \* The columnar heading closing line, which closes off the headings from the main body of the table.
- \* The table closing line, signaling that the data are complete. Anything appearing below the closing line is footnote material.

Vertical lines are accepted but not required.

Tables must have at least two columns which carry headings at the top -- brief indications of the material in the columns. The headings appearing between the table opening line and the column heading closing line must apply to the entire column down to the table closing line. This is especially important in tables that continue onto additional pages. It is never appropriate to change columnar headings on continued pages. One method of avoiding a problem is to use subcolumnar heads, which are headings that appear below the column heading closing line, cut across the columns of the table, and apply to all the tabular matter lying below it.

### Continued Tables

Tables may be continued on as many pages as necessary, provided the columnar headings within the columnar block remain the same. The columnar block is repeated for each page. The table title is not repeated, but continuation pages are indicated with the designation: Table \_\_\_\_ (continued). Tables too large to fit within margins may be reduced.

### Table Footnotes

Footnotes to tables consist of four different categories: (1) source notes, (2) general notes, (3) notes to specific parts of the table indicated by superscripts, and (4) notes on level of probability.

If the table or data within the table are taken from another source, the word Source(s): is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. This ensures that if that specific page is copied in the future by an interested reader, all bibliographic information is contained within the page. All references must be included in the List of References or Bibliography. Notes are introduced as Note(s): and may include remarks that refer to the table as a whole.

Notes to specific parts of the table use superscripts (letters for tables consisting of numbers; numerals for tables consisting of words; symbols if letters or numbers might be mistaken for exponents) that are attached to the part of the table to which they apply.

### Type face for Figures

Since figures are considered illustrations, regardless of the nature of their content, any print that is part of the figure can be in any type face, provided it is neat and legible. The figure title (or caption) and page number must be in the same base type face as the rest of the manuscript.

### Legends for Figures

Explanatory material for figures may be placed within the figure, either above or below the title, or continued after the period following the title. If a figure has a long legend which must be placed on a separate sheet because of the size of the figure, this page must be placed immediately before the figure. The page number assigned to the legend page is considered to be the first page of the figure. The figure title would appear on the legend page, together with the legend information. Legend pages are used only as needed.

### Continued Figures

A figure containing several related parts too large to be included on a page may be continued onto other pages. The first page contains the figure number and title, and subsequent pages contain the remainder of the figure and Figure \_\_\_\_ (continued).

### Figure Footnotes

Footnotes are placed below the figure title but are not separated by a dividing line. If the figure or information within the figure is taken from another source, the word Source(s): is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. This ensures that if that specific page is copied in the future, all bibliographic information is contained within the page. If changes are made in a figure from another source, this is indicated by the phrase "Adapted from ..."

General notes are introduced as Note(s): and may include remarks that refer to the figure as a whole. All references must be included in the Bibliography or List of References.

### Plates

Plates are a special category consisting of pages of related figures, multiple photographs or material that cannot be bound into the manuscript in the normal binding process.

Plates must be mentioned in the text by number. The plate pages then follow the first mention. Since plates may be composed of multiple figures or parts, all parts of each plate may be discussed in any manner the writer desires without further referencing once the plate is mentioned.

### Bibliography/List of References

A project must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include works consulted as well (Bibliography). The list is preceded by a numbered page with the title -- Bibliography or List of References -- centered vertically and horizontally. The purpose of listing the citations is threefold: (1) to serve as an acknowledgment of sources, (2) to give readers sufficient information to locate the volume, and (3) in the case of personal interviews or correspondence, to save readers the trouble of attempting to locate material that is not available.

The format for the citations should be that used in the field of study specified by the appropriate style manual.

#### Appendix

An appendix (appendixes or appendices), if included, is preceded by a numbered page with the designation centered vertically and horizontally between the margins. Original data and supplementary materials are usually placed in the appendix.

#### Vita

The vita is written in narrative form or outline form and contains appropriate personal, academic and professional information about the author. Since copies of the manuscript will be available to the public, private information should not be included. It is the last item in the manuscript and appears with no preceding separation page and no page number.

As the final section of the project, the writer must prepare a biographical sketch of himself or herself in paragraph form, or in outline form. The vita should contain, but is not limited to, the following items:

1. Full name, date of birth, and parents of the candidate, if desired;
2. High school and colleges attended with dates and dates of degrees;
3. Honors and major interests;
4. Military and work experience;
5. Career and objectives;
6. Permanent address.

### **4. ACADEMIC RESPONSIBILITY**

#### Student's Responsibility

It is the student's responsibility to learn the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the project writing process.

The student is also responsible for:

1. Choosing a project chairperson following the policies and guidelines of the major department.
2. Choosing the members of the project committee in conjunction with the chairperson following the policies and guidelines of the major department.
3. Meeting with the chairperson and setting a schedule of appointments to discuss the student's progress and delineating a realistic time frame for completion of the project in a timely manner.
4. Keeping the scheduled appointments.

5. Turning in all project materials to the chairperson typed and in the proper formats.
6. Knowing and meeting all deadlines relative to the project process and graduation.
7. Filing all forms in a timely manner.

#### Advisor and Project Committee's Responsibility

It is the chairperson's and committee members' responsibility to know the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the project writing process

The chairperson is also responsible for:

1. Ensuring that the student is aware of the rules, regulations and policies of the Division of Graduate Studies and the department.
2. Assisting the student in the formation of the project committee.
3. Meeting with the student and setting a schedule of appointments to discuss the student's progress.
4. Keeping the scheduled appointments with the student.
5. Reading and critiquing the student's work in a timely manner.
6. Ensuring that the student's work is properly documented and not plagiarized.
7. Scheduling the prospectus hearing, if required, and the final defense of the project.
8. Notifying the project committee members and the Department Chair of the place, time and date of the prospectus hearing, if required.
9. Notifying the Graduate Dean, the College Dean, the School or Department Chair and the project committee members of the place, time and date of the final defense.

The project committee members are responsible for:

1. Attending the prospectus hearing and the final defense.
2. Reading the student's work throughout the writing process.
3. Providing written feedback for correcting and/or improving the project.

#### Departmental Chair/Program Director's Responsibility

The Department chair/Program Director is responsible for knowing and enforcing the policies, rules and regulations of both the Division of Graduate Studies and the department/program.

The chair/director is also responsible for:

1. Ensuring that the graduate faculty of the department/program know and adhere to the policies, rules and regulations of the Division of Graduate Studies.
2. Keeping the faculty abreast of rule, policy, procedure changes from the Division of Graduate Studies.
3. Serving as a liaison between the student and the project advisor, if necessary.
4. Ensuring that the project advisor and all committee members are qualified to serve in that capacity.

#### Use of Copyright Materials

The Copyright Law of 1976 (Public Law 94-553 as amended) protects literary, musical, dramatic, pantomimic, choreographic, pictorial, graphic, sculptural, cinematic, audiovisual and phono recorded works, and semiconductor chip products, computer programs and databases. Copyright extends for the life of the creator plus fifty years. Masters' project are the property of the writers and may be protected by copyright if the students wish.

Use of copyright material by other authors within a project is limited. Permission must be secured from the holder of the copyright to quote a substantial amount of material from another work. A "substantial amount" means more than 250 words of poetry, 2500 words from an article, or one chart, diagram, etc. from a periodical or book. The original creator must be acknowledged in proper bibliographical form in the text and in the bibliography.

#### Plagiarism

Plagiarism is defined in the 1990 edition of Form and Style by Campbell, Ballou and Slade as follows:

Plagiarism (the use of another person's ideas or wording without giving appropriate credit) results from inaccurate or incomplete attribution of material to its source. Ideas and the expression of ideas are considered to belong to the individual who first puts them forward. Therefore, when you incorporate in your paper either ideas or phrasing from another writer, whether you quote directly or indirectly, you need to indicate your source accurately and completely. Whether intentional or unintentional, plagiarism can bring serious consequences, not only academic, in the form of failure or expulsion, but legal, in the form of lawsuits. People take plagiarism seriously

because it violates the ethics of the academic community.

If any draft of a paper is found to be in violation, the student must correct the deficiencies related to plagiarism by the next draft, within one calendar year. If the corrected draft is found unacceptable, the grade for the project course will revert to "F". A student found guilty of plagiarism will be in danger of a later revocation of the degree, no matter how long a time may pass between the writing and the discovery of plagiarism.

The advisor must share with the student the responsibility for sending to the Graduate Dean's Office a legally defensible product. To this end, project advisors are urged to stay within their areas of greatest expertise, in order to improve their chances of recognizing improper use of borrowing. Faculty members who are negligent in this matter are in danger of losing their graduate faculty status.

After a documented case of plagiarism, the chair of the project committee shall present a report to the Dean of the Division of Graduate Studies. The report will be completed within a three week period of time and it shall include a statement of the findings and the basis for those findings, and if necessary, make recommendations for any corrective action that should be taken.

### **5. ORAL DEFENSE**

#### Scheduling the Defense

The chairperson of the project committee for the candidate for a masters' degree, in concurrence with other members of the committee, shall adhere to the following process. The chairperson will notify the members of the project committee, the Department Chair, the Dean of the School, the Dean of the Division of Graduate Studies and other appropriate persons of the place, date and time of the defense.

#### Basic Process for the Defense

The basic process for an oral defense of a project is summarized below.

1. The candidate presents his or her argument, summarizing the main points of the study. The chairperson then allows other members of the committee to direct questions to the candidate concerning the research.
2. Following the candidate's presentation and the fielding of questions, the candidate is excused from the room so that the Chairperson and members of the committee may discuss and subsequently vote on the candidate's success or failure.

3. The candidate is escorted into the room to receive the results of the committee's vote.
4. If successful, the candidate will secure the signatures of the members of the committee on the approval sheet, with any other necessary signatures.

#### **Committee Report of Defense Results**

The "Committee Report of Defense Results" is completed upon the successful defense of the project before the student's committee. This form must be submitted prior to final clearance for graduation.

### **6. SUBMISSION**

#### First Submission

One unbound copy of the project must be presented to the appropriate office.

The manuscript will be reviewed to determine format and compliance with appropriate guidelines from the department's adopted style manual. The student will be notified if any revisions are necessary, in a timely manner.

If revisions of the manuscript are necessary, the student must incorporate the changes and resubmit to the appropriate office

#### Final Submission

Submission of a dissertation to the appropriate office should not be interpreted as approval. Approval comes only after the document is read and the format reviewed for consistency with the project guidelines. The final copy of the project must be acceptable to all members of the committee as witnessed by the signatures on the approval page.

Final corrected copies of the project must be accepted by the appropriate office no later than one year after the oral defense, or within the ten year limit, whichever occurs first. Failure to meet this deadline will result in the degree not being awarded.

#### Binding of the project

Masters' students will submit one (1) bound copy of the project, on white, (at least) 20 pound, 25% rag, acid-free bond paper, to the Division of Graduate Studies. Photocopies should be made only from the original. Spiral binding is a suitable method for meeting this requirement. This copy will be deposited in the University Library.

#### Graduation Clearance

Graduation clearance is to be completed and one week prior to Commencement.