



Dissertation & Thesis Handbook



School of
Graduate Studies



The School of Graduate Studies

Handbook and Style Guide for Dissertations and Theses

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Dean

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1: University Expectations for Writing a Dissertation/Thesis

► Introduction

The School of Graduate Studies publishes the *Handbook and Style Guide for Dissertations and Theses (Handbook)* in order to assist you in the preparation of your doctoral dissertation or master's thesis. In order to provide minimum guidelines common to all disciplines, this *Handbook* details specific format requirements. The *Handbook* should also assist graduate coordinators, faculty, advisors, committee chairpersons, and committee members in understanding standards and requirements for writing dissertations and theses. The School of Graduate Studies expects that all dissertations and theses (accepted in partial fulfillment of requirements for the award of doctorate or master's degrees) will consist of research that is educationally significant and methodologically sound.

At Morgan State University, dissertations (or an acceptable alternative that has received prior written approval from the Dean of the School/College and from the Dean of the School of Graduate Studies) are required for the award of all doctoral degrees. Theses are required of candidates for all Master of Arts degrees. Theses may also be required of candidates from most Master of Science degrees as well as candidates from a number of specialized Master's degrees. Please consult the current graduate catalog and meet with your graduate advisor to determine whether your program requires a thesis.

► Standards for the Dissertation

The preparation of a dissertation functions primarily as a way to help you, the doctoral student, understand research methodology and to acquire the scholarly skills to advance new knowledge within your academic discipline. Chief among the research skills is the ability to communicate orally and in writing with colleagues and/or others about your chosen subject matter. At Morgan, all candidates for the Doctor of Philosophy (Ph.D.) are required to conduct original research and prepare and defend a dissertation. Candidates for other doctoral degrees, for example the Ed.D., D.Eng., Dr.PH., may also be required to prepare and defend a dissertation (or equivalent research and publications). You are encouraged to review dissertation or other research requirements with your faculty advisors and/or the graduate coordinators of your respective degree programs.

All doctoral dissertations must meet several important standards. In order for your dissertation to be accepted by the School of Graduate Studies, it must:

- demonstrate your thorough knowledge of prior scholarship, including qualitative and/or quantitative research relating to the dissertation topic;
- reveal your ability to analyze, critique, interpret, and integrate information gleaned from prior scholarship into hypotheses and/or research questions sufficient to form the basis of a dissertation;
- reflect your use of appropriate research methodology, including current data collection techniques, and appropriate data analysis tools including the use of proper statistical applications and other software applications;
- display your findings in a sequential and logical manner, and when present, through the use of appropriate tables, graphs, or other methods of presenting quantitative and/or qualitative data;
- include a coherent discussion of the relationship among the prior scholarship, the hypotheses or research question(s), the findings and/or data, and the meaning of the results; and
- reflect a mastery of grammar, punctuation, sentence and paragraph construction, citations, and style consistent with requirements outlined and/or approved in this *Handbook*.

The School of Graduate Studies reserves the right not to accept dissertations that fail to meet these standards.

► **Standards for the Thesis**

The purpose of the thesis is to help you, the master's student, acquire the research, methodological, and communication skills necessary for discussing and/or contributing to new knowledge within your academic disciplines.

In order to be accepted by the School of Graduate Studies, your thesis must:

- demonstrate your knowledge of prior scholarship relating to the thesis topic;
- reveal your ability to analyze, critique, and integrate information into hypotheses and/or research questions sufficient to form the basis for a thesis;
- reflect your use of appropriate research methodology that will result in reliable findings;
- present your findings in a manner appropriate for displaying quantitative and/or qualitative data;
- include a coherent discussion of your findings and the meaning of the results; and
- reflect a mastery of grammar, punctuation, sentence and paragraph construction, citations, and style consistent with published research in your academic discipline.

The School of Graduate Studies reserves the right not to accept theses that fail to meet these standards.

► **Dissertation/Thesis Responsibilities**

You are the author of the doctoral dissertation or master's thesis, and therefore, are ultimately responsible for ensuring that its production reflects the highest professional quality in content, style, and grammatical exactness. In addition to this, the preparation, as well as the evaluation of dissertations and theses, represents a joint enterprise involving the graduate student, the dissertation or thesis chairperson, other members of the dissertation or thesis committee, and Dean of the School of Graduate Studies. All dissertations and theses are to be written in English.

Graduate Students' Responsibilities

Although you should expect assistance from your committee chairperson and committee members, you are held solely responsible for meeting the standards, citation style, format, and overall quality expected of dissertations and theses. Your responsibilities include, but are not necessarily limited to, the following:

- choosing a dissertation or thesis topic that represents your own original research;
- consulting regularly with committee chairpersons and committee members to review progress on the development of chapters in the dissertation or thesis;
- developing and organizing the subject matter to clearly reflect the content and analysis of your arguments and/or hypotheses;
- assuring that the quality of data, evidence and logic reasoning presented is consistent with theories, principles, and methodologies of the discipline;
- assuring that the formatting, writing, editing, text, layout and appearance of illustrations and bibliography are of the highest professional quality;
- certifying the accuracy of references and citations, including (in most cases) the original sources;

- securing copyrights for the dissertation or thesis and securing appropriate permission to use copyrighted material; and
- meeting all deadlines set by the School of Graduate Studies for the submission of dissertations and theses.

Committee Chairpersons' and Committee Members' Responsibilities

The chairperson in particular and the other committee members in general are responsible for guiding and advising you in researching scholarly literature, use of appropriate research methodologies, analyzing data, and reporting findings for the dissertation or thesis. The committee chairperson and committee members are expected to provide fair and ongoing evaluation of written drafts according to the standards of the discipline and the standards necessary to satisfy degree requirements. The committee chairpersons' and committee members' responsibilities include, but are not necessarily limited to, the following:

- reviewing your transcript to verify that you are eligible to write the dissertation or thesis;
- approving your topic(s) and methodology for the dissertation or thesis;
- reading and offering constructive criticism on drafts of the dissertation or thesis related to the quality of your data and evidence, your reasoning, your editorial and linguistic quality, and your references and citations;
- guiding and advising your work in reference to its organization and content;
- evaluating the dissertation or thesis based on the requirements of the degree for which you are a candidate;
- helping you prepare your manuscript for scholarly publication;
- assisting you in meeting the deadlines as established by the School of Graduate Studies for the oral defense and in submitting dissertations/theses to the School of Graduate Studies.

In its evaluation of the dissertation or thesis, the committee may assign the following assessments: *Passed* (no corrections needed), *Conditionally Passed* (minor adjustments are needed in substance and/or format), *Deferred* (major adjustments are needed in substance and/or format), and *Failed* (needed adjustments are too extensive, or you failed to satisfactorily defend).

School of Graduate Studies' Responsibilities

The Dean of the School of Graduate Studies is responsible for certifying that you have met the standards for the production of dissertations or theses. Although the review of your dissertations and theses by the Dean centers primarily on conformity to the elements of style as outlined in this *Handbook*, the Dean is also concerned with the quality of the content and analysis reflected in the dissertation or thesis. Only after certification by the Dean are dissertations or theses accepted. The Dean of the School of Graduate Studies (or the Dean's designee) is responsible for:

- publishing dissertation and thesis requirements in consultation with the College/School Deans, department chairpersons, and graduate coordinators;
- advising graduate students, committee chairpersons and other committee members about the standards for preparation of the dissertation or thesis;
- preparing an annual calendar listing the dates and deadlines by which dissertations and theses must be submitted to the School of Graduate Studies and the dates and deadlines by which the results of oral defenses of dissertations must be reported to the School of Graduate Studies;

- reviewing each dissertation or thesis to ensure that it has been prepared in conformity with the requirements prescribed in this *Handbook*; and
- certifying or denying that the dissertation or thesis has met the necessary standards.

2: University Expectations for Academic Conduct and Ethical Research

The School of Graduate Studies at Morgan promotes responsible and ethical research among graduate students. You are cautioned to avoid practices that threaten the integrity of your research, including, but not limited to, falsification or fabrication of data, violations of privacy and confidentiality provisions, conflicts of interest, cheating, plagiarism, and copyright infringements. Unethical research threatens the integrity of academic and scientific enterprise and may subject you to severe penalties.

▶ Federal Policy on Research Misconduct

Research for dissertations and theses are often supported by funds from federal agencies. Thus, research misconduct may subject graduate students whose research is supported (entirely or in part) by federal funds to federal sanctions. Federal policy defines research misconduct as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. According to federal policy, fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, results, or words without giving appropriate credit. Research misconduct does not include honest error or differences of opinion.

Federal sanctions for research misconduct include, but are not limited to, letters of reprimand, the imposition of special certification or assurance requirements, suspension or termination of an active award, or suspension and debarment in accordance with applicable government-wide rules. In the event of suspension or debarment, the information is made publicly available through the List of Parties Excluded from Federal Procurement and Nonprocurement Programs maintained by the U.S. General Services Administration (Federal Register, December 6, 2000: Vol.65/No.235).

▶ Definitions and Penalties of Academic Dishonesty and Plagiarism

Academic dishonesty is among the most egregious offenses you can commit because it interferes with the University's primary mission of educating and evaluating students. Academic dishonesty in the preparation of dissertations and theses is no less egregious. Plagiarism is submitting either orally or in writing, the words, ideas, drawings, or other works of another person as one's own without appropriate citation in order to receive credit for having completed an academic assignment or exercise. Examples of plagiarism include, but are not limited to, the following:

- Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, by an author of a published article or textbook, or by persons producing papers for profit;
- Using a direct quote from another student's papers or from an author of a publication without including the appropriate citation;
- Paraphrasing or summarizing another's work without including the appropriate citation; and
- Using information stored electronically (e.g., submission of papers and or information found on computer disks, the Internet, etc.) without including appropriate citation and/or acknowledging the source.

If you are found to have engaged in plagiarism, you may be subjected to suspension, expulsion and/or revocation of a previously awarded degree.

Suspension can be imposed for a specified period, not to exceed two years. Expulsion is a permanent separation from the University. When an act of academic dishonesty is found to invalidate a major element required for your degree so that the validity of the degree or certification is jeopardized, then the sanction may include a recommendation from the Dean of the School of Graduate Studies to the University's Provost to either 1) reject your dissertation, thesis or other work, 2) revoke a certification or not grant a certification, or 3) revoke your degree.

3: Before You Prepare the Manuscript

Follow your Specific Program Guidelines

Prior to writing the dissertation or thesis and enrolling in Dissertation Seminar (i.e., __998) or Thesis Seminar (i.e., __799) you must:

- possess the minimum grade point average (GPA) of 3.0 or higher to be in good academic standing in your degree program,
- have successfully completed all residency requirements for the doctoral program in which you are enrolled and be officially admitted to candidacy (Students pursuing Master's degrees must have successfully completed a majority of their courses and/or credits required in their degree program), and
- you must have passed all qualifying examinations including, but not necessarily limited to, comprehensives examinations and language proficiency examinations.

Review Past Copies of Dissertations/Theses

You may find it helpful to review and examine other dissertations or theses prepared by successful recent graduates in your major in order to gain some basic understanding of the organization and placement of the various components. As requirements may have changed, you should not assume that the format of these copies is appropriate for you. You may research electronic copies of MSU dissertations/theses at ProQuest/UMI's *Current Research @* database: <http://wwwlib.umi.com/cr/morgan/main>. Please refer to Appendix B to view the “searching” page of this database. Students are also encouraged to review appropriate publications, including textbooks and refereed journals, in which they could consider publishing a chapter or section of their dissertation/thesis.

Determine the Validity and Authority of Research Taken from the Internet

To ensure that your sources are trustworthy, you must evaluate the validity and authority of research gleaned from the Internet prior to including it as scholarly research. The following Web address provides helpful criteria for doing this: <http://www.lib.umd.edu/UES/evaluate.html>.

Choose an Appropriate Style Manual

Each discipline follows a standard format for its scholarly publications. To verify the preferred style manual in your discipline, consult your advisor. You will refer to a style manual in order to learn a system of formatting—whether it involves setting off direct quotations, presenting data, or including electronic source citations. If you have not already done so at this point in your academic career, you should become familiar with a professional style manual. **For stylistic matters not precisely addressed in this *Handbook*, refer to the manual that is the standard in your discipline. Please remember that the formatting requirements of this *Handbook* supersede guidelines in style manuals.** For your convenience, Appendix A at the end of this document provides a helpful bibliography of style manuals and a bibliography for formatting electronic references.

Secure Written Permission (if Necessary) for Use of Copyrighted Material Beyond “Fair Use”

“The U.S. Copyright Act of 1976 established the concept of “fair use” of copyright material in published work, but it does not provide absolute guidelines. Although *Proquest* will publish your dissertation/thesis, *Proquest* does not have the responsibility of seeking permissions for you. *Proquest* uses The Chicago Manual of Style definition of “fair use.” You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant proportion of another author's work is not “fair.” However, be aware that “fair use” also touches on scholarly ethics or the use to which the quotation or excerpt will be put in your work. Another author's work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted” (UMD College Park Graduate School, *Thesis and Dissertation Manual*).

Secure Written Permission for use of Human Subjects

“Morgan State University is guided by the ethical principles regarding all research involving humans as subjects as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled Ethical Principles and Guidelines for the Protection of Human Subjects of Research (the Belmont Report). In addition, the requirements set forth in Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46) are upheld. Morgan State University has chosen to require that research covered by its assurance be conducted in accordance with the requirements of 45 CFR 46, regardless of the source of funding, or whether there is funding” (Office of Sponsored Programs, “Policies and Procedures for Protection of Human Subjects in Research,” p. 2).

Students using human subjects in surveys, interviews, and/or focus groups require written approval from the Institutional Review Board at the University. Please refer to the “Policies and Procedures” at http://www.morgan.edu/admin/OSP/pdf/IRB_Policies04.pdf. Dr. Edet E. Isuk, IRB Administrator, may be contacted by e-mail: eisuk@moac.morgan.edu, phone: 443.885.3447, or at his office: Montebello Complex 302-D.

Obtain Editorial, Proofreading, or Typing Assistance

If you employ someone to type your dissertation or thesis, be sure to provide them with this *Handbook* and discuss special disciplinary requirements with them, including specific guidelines from the style guide within your field. The School of Graduate Studies does not recommend individual or corporate editors to its students.

Obtain Electronic Storage Devices

Regardless of the method you use to prepare your draft, you should back up your work on at least two different hard disks and keep these devices in a secure place.

4: Preparing the Dissertation/Thesis Draft

► Basic Requirements

Font Style/Size

Your respective style manual should guide your selection of fonts. The School of Graduate Studies recommends the following fonts:

Arial 10 | Arial 12 | Helvetica 10 | Helvetica 12 | Century Gothic 10 | Century Gothic 12

These font styles and sizes are best for microfilming. **You must use the same font style throughout the dissertation/thesis, for text, headings, captions, page numbers and references.** Changes in font style and size may be appropriate when using illustrative or documentary materials. You may use a smaller font size (while keeping the same font style) when preparing tables, graphs, and charts, but no smaller than 10 point. Using your discretion for chapter and section headings, you may increase the font size two or three points.

For symbols, use “Symbol” 12 point or a symbol font that matches your chosen font. Most word processing software includes a basic symbol font.

Margins

With the exception of the left hand margin, all other margins must be a minimum of 1” wide. The left-hand margin must be a minimum of 1 ½ inches wide to permit binding of the dissertation/thesis. Please remember that all pages must meet these requirements, including the Title Page, Approval Page, illustrations, and appendices.

Please refer to Figure 1 (“Page Layout for Dissertations/Theses”) in Chapter 5.

Justification

The text may have full justification or a ragged right margin, as used in this *Handbook*. Please communicate with your advisor about the standards in your discipline.

Line Spacing

Line spacing in the text should be double-spaced. The following exceptions, which may be single-spaced, include—long quotations, captions for tables and figures, and scholarly references (e.g., endnotes, footnotes, bibliography, list of references.). The space *between* references on the reference page or the bibliography page should be doubled. Consult your style manual for details.

Page Numbers

Page numbers may be located in one of four locations:

- centered no more than 1” from the top of the page; or
- centered no more than 1” from the bottom of the page; or
- the top right corner of the page (no more than 1” from the top edge of the paper and no more than 1” from the right edge of the paper); or
- the bottom right corner of the page (no more than 1” from the bottom edge of the paper and no more than 1” from the right edge of the paper).

Once you begin the Body section of your dissertation/thesis, you should only use one pagination system. This is to say, for example, that you would not begin Appendix A with page “1,” but would continue with a successive pagination pattern.

Please refer to Figure 1 (“Required Page Layout for Dissertations/Theses”) in Chapter 5.

Widows and Orphans

A “widow” denotes a short line of type, as one ending a paragraph, carried over to the top of the next page. An “orphan” denotes a line of type or header beginning a new paragraph at the bottom of a page. While both are not forbidden, they are not pleasing elements for purposes of aesthetics and readability. You can fix your word processing software to prevent widows and orphans automatically.

Chapters

Start each chapter on a new page and number the pages consecutively. Remember that subheadings (and text) begin one double space beneath numbering located at the top of the page and stops at least one double space above numbering located at the bottom of the page. Chapter headings may be no lower than 3” from the top of the page. You are not required, however, to lower the heading or increase the heading font size. Increases in chapter heading font sizes must not exceed 3 points.

► Formal Elements

All dissertations and theses must contain the formal elements discussed below. **The Abstract, Title Page, Approval Page, and Table of Contents must follow the forthcoming stipulations *exactly***; other pages, as long as they follow the “Basic Requirements” described above, may be designed as you deem fit.

The formal elements of the dissertation/thesis **MUST BE PLACED IN THE FOLLOWING ORDER:**

1. Abstract (**required**, must be first and is not numbered)
2. Title Page (**required**, must follow Abstract, not numbered, but considered page Roman numeral “i”. *In other words, do not include a page number on your Title Page.*)
3. Approval Page (**required**, must follow Title Page, paginate as Roman numeral “ii”)
4. Dedication (*if present*, paginate with lower-case Roman numerals)
5. Acknowledgements (*if present*, paginate with lower-case Roman numerals)
6. Table of Contents (**required**, paginate with lower-case Roman numerals)
7. List of Tables (paginate with lower-case Roman numerals)
8. List of Figures (paginate with lower-case Roman numerals)
9. List of Illustrations (paginate with lower-case Roman numerals)
10. List of Abbreviations (*optional*, paginate with lower-case Roman numerals)
11. Body of Text (**required**, start pagination at Arabic numeral “1”)
12. Appendices (*if present*, paginate with Arabic numerals)
13. References or Bibliography (**required**, paginate with Arabic numerals)

You must organize your dissertation or thesis around the formal elements—further categorized as front matter, body, and back matter.

FRONT MATTER REQUIREMENTS ►

Abstract

(*Required*, must be first, not numbered). An abstract should summarize the dissertation/thesis’ central hypothesis, methodology, findings, and conclusions so that readers can determine if they wish to read the entire text. An abstract should not exceed 350 words, and microfilm editors typically shorten those that do.

All dissertations and theses written at Morgan State University are microfilmed for national and international distribution. In reviewing scholarly literature, researchers and other graduate students typically refer to *Dissertation Abstracts International*, a widely circulated annual compendium of abstracts of dissertations produced in most universities in the United States and abroad. For this purpose, once again, the abstract should be as explicit as possible about major findings and methods used.

For explicit formatting and wording requirements, you must refer to Figure 2 (“Required Abstract Template”) and Figure 3 (“Abstract Model”) in Chapter 5.

Title Page

(*Required*, must follow Abstract, not numbered, but considered page Roman numeral “i”). The title should include words that identify unique or special aspects of your research and that distinguish it from other studies. A clear title encourages others to want to read the research. Clear titling is also important for indexing and research purposes. Make sure that the title is exactly the same on the Abstract, Title Page, Approval Page, and *Proquest* agreement form. The Title Page must include the following information:

- the full title of your dissertation/thesis (just as it appears on your Abstract page),
- your name as it appears in university records,
- a standardized degree statement as given below,
- the month and year of *degree conferment* underneath “Morgan State University”

Standard Degree Statement:

A [Dissertation OR Thesis] Submitted in Partial Fulfillment
of the Requirements for the Degree
[Doctor of Philosophy, etc. OR Master of Arts, etc.]

For a detailed look at the placement of elements and wording requirements on the Title Page, you must refer to Figure 4 (“Required Title Page Template”) and Figure 5 (“Title Page Model”) in Chapter 5.

Approval Page

(*Required*, must follow Title Page, paginate as Roman numeral “ii”). The Approval Page, although similar to the title page, displays your committee members’ full endorsement of your dissertation/thesis. The Approval Page must include the following information:

- the full title of your dissertation/thesis (just as it appears on your Title Page),
- your name as it appears in university records,
- the month and year *when you successfully defended* your dissertation/thesis,
- and signature lines.
- In alphabetical order, but with the Chair’s name first, list one committee member below each necessary signature line. Follow each committee members’ names by a comma and then their highest (terminal) degree.
- The chair of the committee is indicated at the end of the first signature line by the term “, Chair.” Where a student has two Chairs, both are listed as “, Co-Chair.”

For a detailed look at the placement of elements and wording requirements on the Approval Page, you must refer to Figure 6 (“Required Approval Page Template”) and Figure 7 (“Approval Page Model”) in Chapter 5.

Dedication

(*If present*, paginate with lower-case Roman numerals). If you want to bestow gratitude on a special mentor, include a Dedication page. Avoid elaborate or overgenerous language. Dedications are optional, and when present, should be short acknowledgements of only one or two people who are particularly significant to you.

Acknowledgements

(*If present*, paginate with lower-case Roman numerals). If you want to recognize someone for providing distinctive assistance or granting unusual permission(s), include an Acknowledgements page. The Acknowledgements page should not contain personal, familial, or religious testimonies. Where present, the Acknowledgements page notes the special contributions of those who assisted or supported you in the writing of the dissertation or thesis.

Table of Contents

(*Required*, continue appropriate pagination sequence with lower-case Roman numerals). The Table of Contents lists all chapters and headings (including sub-headings) arranged exactly as those chapters (and sub-headings) appear in the body of the dissertation or thesis. In addition, the numbering of the entries in the Table of Contents must be absolutely identical with the numbering system used within the text. For example, if you number subheadings within Chapter 3 as 3.1, 3.2, and 3.3, this same numbering must be used in the Table of Contents.

You may single-space between chapter subheadings, but you must double-space between chapters or major sections. You may choose to use dot leaders or not.

No preliminary material preceding the Table of Contents is listed. Any List of Tables, List of Figures, or List of Illustrations, however, should appear in the Table of Contents if tables, figures, or illustrations appear in the text. All back material should appear in the Table of Contents.

Please refer to Figure 8 (“Table of Contents Model”) in Chapter 5.

List of Tables/List of Tables

(*Optional*, paginate with appropriate lower-case Roman numerals). Each list begins on a separate page and is placed immediately after your Table of Contents. If you have at least one figure or one table, you are required to create a list. Make sure that all captions and numbering correspond with those in your Body and Table of Contents.

You are encouraged to meet with your committee members to discuss the use of tables and figures. You should also review style manuals reflective of your discipline or scholarly journals and books published in your discipline for guidance in the design and organization of tables and figures.

There are, however, several general guidelines that you are expected to follow. Specifically, a table depicts tabulated data, while a figure depicts photographs, prints, charts, maps, graphs, plates, drawings, and diagrams. Tables and figures are numbered separately, and each, including any tables or figures found in the appendices, must bear a sequential number in its own series. Each table and figure must bear a caption. The numbers and captions for tables are located *above* the top line of the table, while the numbers and captions for figures are located *below* the last line of the figure.

Tables or figures may be inserted in the text following the first reference to it; or it may be grouped at the end of each chapter; or it may be grouped at the end of the dissertation or thesis. Oversize tables and figures that are printed sideways should be placed in the dissertation or thesis so that the top of the table or figure is located at the left side of the page. The number and caption remain located at the top of the table or beneath the figure. The orientation of the page number never changes. Remember to keep the required 1.5” left hand margin.

List of Illustrations

(*Optional*, paginate with lower-case Roman numerals). This list is placed immediately following your Table of Contents, or List of Tables or Figures if included.

List of Abbreviations

(*Optional*, paginate with lower-case Roman numerals). This list is placed immediately following your Table of Contents, or List of Tables or Figures or Illustrations if included.

BODY REQUIREMENTS ▶

(*Required*, start pagination at Arabic numeral “1” and number all subsequent pages consecutively to the end). The body of the dissertation/thesis should be written continuously (except in the case of avoiding widows and orphans) and double-spaced (except in previously mentioned instances).

Generally, the text includes: an introduction or preface and occasionally both, a clear statement of the research problem and/or research objectives, an appropriate review of prior scholarly research, a description of the materials and methods used to conduct the research, a record of the findings, discussion and/or analysis of the findings, and a summary and conclusion to the research.

Moreover, you should organize the body of your thesis or dissertation around chapters reflecting content referenced in the preceding paragraph. The review of literature should be extensive and sufficient enough to guide your research and to assist other researchers who seek to replicate the research or delve more deeply into the thesis or dissertation research topic. You are encouraged to review the organizational requirements of the dissertation or thesis with your committee chairperson and members.

BACK MATTER REQUIREMENTS ▶

Appendices

(*if present*, paginate with Arabic numerals). Refer to your respective style manual to become familiar with what materials belong in your Appendix, as opposed to your Body. You may include several appendices, which are labeled consecutively depending on your discipline (A, B, C, etc. or I, II, III, etc.). Do not include a cover page. The margins within the Appendix do not change and labels should be center-spaced.

Original survey or testing documents created in a different font style are acceptable. In addition, if you use scanned documents from other sources (and have received the required copyright permissions), they must be legible, free of photocopying or scanning irregularities, and must maintain the same margins as the rest of your document.

References or Bibliography

(*Required*, paginate with Arabic numerals). Whether you chose to position footnotes for each chapter at the bottom of the page, at the end of each chapter, or at the end of the dissertation, or use parenthetical citations throughout with a list of references at the end, **make sure you remain completely consistent throughout your entire dissertation/thesis. In other words, do not mix citation styles.** For instance, do not place some footnotes at the end of a chapter and also include parenthetical citations. (Explanatory footnotes are acceptable if using parenthetical citations.)

As word processing softwares will usually choose a default font for footnotes, be sure that the footnotes appear in the one font you have chosen for your dissertation/thesis.

5: Templates and Models of Formal Elements

Figure 1. Required Page Layout for Dissertations/Theses

Figure 2. Required Abstract Template

Figure 3. Abstract Model

Figure 4. Required Title Page Template

Figure 5. Title Page Model

Figure 6. Required Approval Page Template

Figure 7. Approval Page Model

Figure 8. Table of Contents Model

8 1/2" x 11"
page

↑ At least 1" margin

#

16

At least
1 1/2" margin
←

At least
1" margin
⇒

"#" indicates the acceptable location of page numbers.

#

At least 1" margin ↓

#

Figure 1. Required Page Layout for Dissertations/Theses

ABSTRACT

[Begin typing heading (centered, all-caps) about 2-2 ¼" from the top of the paper.]

[3 single line spaces]

Title of dissertation/thesis:**[Tab 1"]** [TYPE YOUR COMPLETE TITLE HERE (all-caps, double

spaced. If necessary, continue title under first

word of title, not left margin.)]

[double space]

[Your name as it appears in university records, degree, graduation month and year. (Do not use all-caps. Maintain alignment with dissertation/thesis title.)]

[double space]

Dissertation/thesis chaired by:

[Chair's full name, highest (terminal) degree
Academic department or program of chair]

[3 line spaces]

[Tab ½"] Begin typing the body of the abstract here, double-spacing all the way through. Do not number this page. An abstract should not exceed 350 words, and microfilm editors typically shorten those that do.

ABSTRACT

Title of Dissertation: FACTORS AFFECTING PUBLIC PERCEPTION OF
ALCOHOLISM ON COLLEGE CAMPUSES

Jane S. Doe, Doctor of Philosophy, May 2007

Dissertation chaired by: John P. Smith, Ph.D.
Department of Health Sciences

There has been an increase in the consumption of alcohol on college campuses. Students on college campuses are increasingly likely to observe or to encounter their peers drinking excessive quantities of beer, wine, and other alcoholic beverages. Although more apparent among males, females are also increasing their consumption of alcohol on campus.

A survey was distributed to a stratified random sample of homeowners with residencies within varying distances from four universities in a major metropolitan city. The results of the survey indicated that the public perception of alcoholism on campus was affected by the distance that the homeowner lived from the campus. Public perception also was affected by whether the institution was public or private and by the frequency by which stories of incidents involving inebriated students appeared in the newspaper.

The most important implication of this study is that the public's perception of alcoholism on campus varies depending on a variety of factors. This study holds several implications for college and university administrators who are charged with the responsibility of managing public perception of their institution.

*This space must be **equal** to the space below your month and year of graduation.*

[TYPE COMPLETE, CENTERED TITLE HERE IN ALL-CAPS AND IF NECESSARY,
DOUBLE-SPACED. DO NOT CREATE LINE BREAKS OR BOLD TEXT.]

[double space]

by

[double space]
[Type your full name as it appears in university records, but not in all-caps]

*This space must be **equal** to the space below standardized language.*

A [Dissertation OR Thesis] Submitted in Partial Fulfillment
of the Requirements for the Degree
[Doctor of Philosophy, etc. OR Master of Arts, etc.]

[Use standardized language here, single-spaced]

[double space]
MORGAN STATE UNIVERSITY

[double space]
[Type month (either May or December) and year of graduation, but not in all-caps]

Do not number this page.

Figure 4. Required Title Page Template

FACTORS AFFECTING PUBLIC PERCEPTION OF ALCOHOLISM ON COLLEGE CAMPUSES

by

Jane S. Doe

A Dissertation Submitted in Partial Fulfillment
of the Requirements for the Degree
Doctor of Philosophy

MORGAN STATE UNIVERSITY

May 2007

*This space must be **equal** to the space below your last committee member's name.*

[TYPE COMPLETE, CENTERED TITLE HERE IN ALL-CAPS AND IF NECESSARY, DOUBLE-SPACED. DO NOT CREATE LINE BREAKS OR BOLD TEXT.]

[double space]

by

[double space]

[Type your full name as it appears in university records, but not in all-caps]

[four spaces]

has been approved

[double space]

[Type month and year of your oral defense, but not in all-caps]

[six spaces]

DISSERTATION [or THESIS] COMMITTEE APPROVAL:

[four spaces]

[When creating signature lines, tab over 6 times (1/2" each)] _____, Chair
[Member's Name, highest degree] [line sizes must be equal and at least 2"]

[Member's Name, highest degree]

[include four spaces between lines]

[Member's Name, highest degree] [Names must left-align with signature line.]

Figure 6. Required Approval Page Template

COMPARISONS OF THE NATURE OF PERSONAL BETRAYAL IN *OTHELLO* AND *HAMLET*

by

John A. Doe

has been approved

October 2007

THESIS COMMITTEE APPROVAL:

_____, Chair
Subject English, Ph.D.

April Date, Ph.D.

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Figure 8. Table of Contents Model

6: Submitting Your Dissertation/Thesis to the School of Graduate Studies

When you submit your dissertation/thesis to the School of Graduate Studies, the copy should be ready for publication. You must submit your dissertation/thesis within 72 hours after the unconditional pass of your oral defense of the dissertation/thesis and/or by the deadline set forth on the university's academic calendar (usually at the end of October for December graduation of the same year and the end of March for May graduation of the same year).

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Make sure your dissertation/thesis is printed on 8 ½ inch white paper with a minimum of 25% rag content and at least 20-pound weight. The use of acid-free cotton paper is also encouraged. This paper is required to give adequate permanence for long-term library use.

Make sure your dissertation/thesis is free of errors in spelling, grammar, punctuation, and appearance.

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▶ **Upon Submitting your Dissertation/Thesis**

Make sure that each unbound copy of your dissertation/thesis is in a separate envelope clearly marked with your name, your program, and degree. The title page and the approval sheet with original signatures of each committee member must be included with each copy of the dissertation/thesis. For personal record, you should also retain a copy of the final manuscript that you submit to the School of Graduate Studies.

Also submit two extra copies of your Abstract if writing a dissertation, and submit one extra copy of your Abstract if writing a thesis.

You may be required to complete a signed agreement to permit the microfilming, publishing, and distribution of your dissertation/thesis. You may also be required to complete federal, state, university, or other funding agency surveys as a part of the degree completion and reporting process. Your diploma will not be released, nor will your transcript reflect the award of a degree, until appropriate arrangements for publishing have been made with the School of Graduate Studies. Please refer to Appendix A: "Helpful Internet Sites" to view a *Proquest* dissertation and

thesis publishing agreement. Most students choose to have their work copyrighted through *Proquest*. You may also choose to copyright your work yourself through the Library of Congress. Refer to www.loc.gov for more information.

When dissertations/theses become available for pick-up at the School of Graduate Studies, students will receive written notification. The School of Graduate Studies will not ship bound copies to your residence.

Appendix A

Helpful Bibliographies

Bibliography: Style Manuals

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- "Evaluating Web Sites." University of Maryland University Libraries. <http://www.lib.umd.edu/UES/evaluate.html><.
- "Handbook and Style Guide for Dissertations and Theses." School of Graduate Studies Morgan State University. ><http://www.morgan.edu/academics/Grad-Studies/pdf/DissThesisHand.pdf><.
- "Master's Thesis Agreement Form." UMI/Proquest. ><http://www.gradstudies.fsu.edu/forms/umimasters.pdf><.
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Appendix B

Searching Current Research @

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Appendix C

Common Problems to Avoid When Writing Your Dissertation/Thesis

Inconsistency

- Do not mix paper types, colors, and quality; paper should maintain the same quality paper from 1st page to last.
- Do not combine font styles and sizes, unless otherwise noted.
- Do not use more than one type of justification. In other words, do not include full and ragged right justification.
- In general and based on the standards of your respective style manual, avoid switching back and forth from active (Alice Walker wrote *The Color Purple*) to passive voice (*The Color Purple* was written by Alice Walker).

Improper Emphasis

- Do not use boldface or italics to emphasize words, phrases, or sentences, unless your style manual allows for such emphasis.
- Do not use capital letters to emphasize words, phrases, or sentences.
- Do not underline words, phrases, or sentences in order to stress their significance.

Sloppy Citations

- Do not mix citation styles or “pick and choose” different elements from more than one style.
- Do not give your References section a chapter label.
- Do not use your References (or Works Cited) and Bibliography (or Works Consulted) sections as if they are one unit. Each list is separate and should be implemented based on *your* explicit purpose and the objective of *each compilation*.
- Do not cite a source in the body of your text without also including the source in your References. Your body citations and Reference listings should follow a 1 to 1 correspondence.
- Do not include tables and figures without “source” notes.
- Above all, and whenever possible (i.e. if the original source *is not* “unknown”), you should be citing primary sources. Only in rare instances would you need to cite secondary sources. Never cite a secondary source as a primary one.

Sloppy Presentation

- Do not present a manuscript that includes smudges, ink spots, or smears.
- Do not “over-organize” or “over-categorize” your chapters and subsections within chapters such that your dissertation/thesis then appears like an extensive outline.

Committee/Student Rapport

- Do not have your committee members sign your Approval Page without having first read the final manuscript.

Inflated Dedications and Acknowledgements

- Avoid using dedications and acknowledgements as an occasion to name extended family members or a wide circle of friends.
- Avoid using dedications and acknowledgements as an occasion for extensive personal testimonies or religious professions of faith.
- Do keep dedications and acknowledgements as an occasion to acknowledge in a concise manner those who have been particularly instrumental or supportive in the writing of your dissertation/thesis.