



GUIDEBOOK FOR THE

PREPARATION OF

MASTER'S THESES

**GRADUATE AND CONTINUING STUDIES OFFICE
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Overview of Thesis Process

Getting Started

- ❑ Master's students are encouraged to consider thesis topics early in their graduate programs. Before completing 12 credits, full-time students will schedule an appointment with their graduate program directors to discuss possible thesis topics and to identify a Thesis Committee Chairperson. After earning 12 credits, part-time students will discuss with their program directors a schedule for completing the thesis.
- ❑ When a member of the graduate faculty from the home school agrees to serve as the Thesis Committee Chairperson for a student, the two will meet to identify at least two additional graduate faculty members from the University to serve on the Thesis Committee. Exceptions to this guideline are possible for students enrolled in programs with fewer than three full-time faculty members.
- ❑ When the Thesis Committee has been identified, the Thesis Committee Chairperson will file the Thesis Committee Selection Form with the respective school dean and the dean of graduate and continuing studies. The student will schedule a meeting of all parties to consider prospective thesis topics.
- ❑ The student will develop a "Plan for Graduate Thesis" which will include but not be limited to:
 - ❑ Review of Literature – students will demonstrate that they have conducted a thorough review of the literature that addresses previous work related to the topic selected for the thesis. This review will be included in the completed thesis.
 - ❑ Materials and Methodology – students will provide a description of the research to be conducted, including materials, equipment requirements, data collection methods and data analysis methodology.
 - ❑ Work Plan and Schedule – students will outline a specific plan for conducting the research and for preparation of the thesis in accordance with the *Guide for the Preparation of Master's Theses*. A schedule with time lines will be included.
- ❑ The student will schedule a meeting of the Thesis Committee to review the Plan for Graduate Thesis. A copy of the plan will be submitted **at least five days** prior to the scheduled meeting date.
- ❑ When the Thesis Committee approves the Plan for Graduate Thesis, the student will begin the thesis project.

Before the Thesis Defense

- ❑ **At least four weeks before thesis defense:** Provide outline and draft of thesis to all Thesis Committee members.
- ❑ **At least seven days before defense:** Give typed copy of final draft of thesis, including abstract, title page, preliminary pages, appendices and references, to all Thesis Committee members. Give the Schedule of Thesis Defense Form to Thesis Committee members and to the dean of graduate and continuing studies, and have them sign the Schedule of Thesis Defense Form. Prepare typed copy of Thesis Approval Form to take to the Thesis Defense.

After the Thesis Defense

- ❑ **No more than three days after defense:** The Thesis Committee Chairperson will deliver Results of Thesis Defense Form to the home school.
- ❑ **Within 30 days of defense:** Secure signatures on Thesis Approval Form if they were not obtained at the Thesis Defense. Submit required forms and three signed copies of the thesis, along with a check for binding services, to the Graduate and Continuing Studies Office. Theses submitted after the 30-day deadline are subject to a late-filing fee.
- ❑ **Conferral of degree:** January, May and August

Preliminary Steps

The thesis is a requirement for the graduate programs in Fashion Apparel Studies, Fibrous Materials Science, Taxation, Textile Engineering, and Textile Marketing. It is optional in the graduate programs in Instructional Technology and Midwifery. The thesis is a permanent record of original research. The Graduate and Continuing Studies Office is committed to the preservation and dissemination of the research contributions of its students; most of the requirements published in this guidebook were established with that commitment in mind. Additionally, format requirements were developed to meet the specifications for microfilming by University Microfilms, Inc. (UMI). While the content of a thesis is the prerogative of the student and the Thesis Committee, the format is established by the Graduate and Continuing Studies Office. This guidebook outlines procedures that are designed to make preparation as efficient as possible. Please read and follow these procedures carefully to avoid costly and time-consuming revisions.

Students in the Textile Design graduate program are required to submit a thesis that represents an investigation of a product, process or design approach in their areas of specialization. The thesis should include both visual and written documentation and be integrated into the student's final exhibition. This guidebook may be used to assist students in the preparation of the written thesis. Textile Design students must consult with their program directors and advisors for specific instruction on preparing both the thesis and the exhibition.

Assistant Dean of Graduate and Continuing Studies

The assistant dean of graduate and continuing studies serves as an advisor in the thesis preparation process. The assistant dean must approve the final format of the thesis before it is copied and presented for final submission to the Graduate and Continuing Studies Office. Students should consult with the assistant dean, as necessary, during the thesis preparation process. Students should also obtain the packet containing essential information and forms for thesis preparation, examination and submission. Packets are available via:

- ❑ the Blackboard CourseInfo site for the Graduate Thesis (<http://bb.philau.edu>): Students may request an account or can choose to preview courses and access the site directly. Students who request an account will receive regular e-mail updates on the thesis process.
- ❑ The University's ERes site (<http://eres.philau.edu>): The thesis documents are listed under the graduate textiles section as "MTGRADTHESIS."

The assistant dean is available during regular office hours and by appointment to meet with students to discuss standards and requirements. Students with questions can contact the assistant dean by e-mail at evening@philacol.edu or by phone at (215) 951-2900.

The assistant dean also holds workshops each semester regarding thesis preparation. Information about workshops is posted on the Blackboard CourseInfo thesis page and outside the Graduate and Continuing Studies Office.

The Learning and Advising Center

Students writing the thesis can take advantage of a number of services offered by the University's Learning and Advising Center, including writing tutoring. Professional writing assistance is available at all stages of the , from help with organizing ideas an getting started on papers to revising final drafts. Specialized help is also available for writing research papers, for problems with grammar and punctuation and for group writing assignments.

Thesis Format

Requirements for format and final production of the thesis, as specified in this and the next section, are in accordance with University Microfilms, Inc. standards for microfilming and American Library Association (ALA) suggestions for preserving archival copies of the thesis.

Thesis Templates

A template for the graduate thesis and all forms that must be submitted as part of the thesis process are available in electronic format using either the University's Blackboard CourseInfo site or the ERes site. For more information, contact the office of Graduate and Continuing Studies at (215) 951-2900 or e-mail evening@PhilaU.edu.

Arrangement of Contents

This list indicates the order in which to place the parts of the thesis. All sections are mandatory unless designated as optional.

- Title Page
- Copyright Page
- Abstract
- Dedication (optional)
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures (or List of Illustrations)
- List of Abbreviations (optional)
- List of Symbols (optional)
- Text
- Appendix (or Appendices)
- Bibliography (or References or Works Cited)
- Glossary (optional)
- Index (optional)

Page Composition

The following are guidelines for page composition. If in doubt about the acceptability of font size, legibility of equations, spacing, corrections, etc., consult with the assistant dean of graduate and continuing studies. Never use as a precedent a thesis on file in the University Library. Requirements have changed over the years, and the binding process changes apparent margins.

Typeface. The entire text of the thesis, including page numbers, must be produced with the same font or typeface. Exceptions are made only for tables and figures produced by different technology or by graphic artists.

Characters per inch. The type for the text must be 12-point. Footnotes may be single-spaced in a 10-point size, but must be in the same font as the rest of the text.

Margins. After photocopying, margins must be at least:

Left margin: One and one-half inches (1 ½”) or larger

Top, bottom, right margins: One inch (1”) or larger.

These margins are absolutely essential and apply to all tables and figures.

Spacing. The thesis must be double-spaced throughout except for quotations and footnotes. Bibliographies may be single-spaced *within* each entry, but must be double-spaced *between* each entry. The table of contents, list of tables, list of figures, and lengthy tables may also be single-spaced. Double spacing needs to contain three lines of type and three spaces per vertical inch.

Equations and formulas. All equations and formulas must be typed.

Corrections. Strike-overs, correction fluid and correction tape are not acceptable.

Widows and orphans. Avoid “widows” (short lines ending a paragraph at the top of a page) as much as possible. A heading or subheading at the bottom of a page that *is not* followed by text is called an “orphan”. *A thesis will not be accepted if it contains “orphans”.* Headings should be followed by at least two lines of text on the same page.

Titles of sections. The following sections must be titled accordingly, and titles should be in all capital letters. All titles are centered for the preliminary pages.

ABSTRACT

ACKNOWLEDGMENTS

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES (or LIST OF ILLUSTRATIONS)

LIST OF ABBREVIATIONS

LIST OF SYMBOLS

APPENDIX (or APPENDICES)

BIBLIOGRAPHY (or REFERENCES or WORKS CITED)

Do not write the following titles on their respective pages: Title Page, Copyright Page, and Dedication. Although the sections must be titled as described above, chapter headings may be included which conform to the standard of the student’s academic field.

Page Composition

The following plan of page numbering has been standardized and *must be observed*.

Pagination for preliminary pages. Preliminary pages include all the sections that precede the text. They are arranged and numbered according to the following format, using small Roman numerals, in the same size font as the text, centered between the margins, at least ½ inch from the bottom of the page:

| | | |
|---|-----|--|
| TITLE PAGE | i | page counted but number <i>not</i> typed on page |
| COPYRIGHT PAGE | ii | page counted but number <i>not</i> typed on page |
| ABSTRACT | | page(s) not counted, not numbered |
| DEDICATION (optional) | iii | type number on page |
| ACKNOWLEDGMENTS | iv | type number on page |
| TABLE OF CONTENTS | vi | type number(s) on page(s) |
| LIST OF TABLES | | type number(s) on page(s) |
| LIST OF FIGURES or LIST OF ILLUSTRATIONS | | type number(s) on page(s) |
| LIST OF ABBREVIATIONS (optional) | | type number(s) on page(s) |
| LIST OF SYMBOLS (optional) | | type number(s) on page(s) |

If the thesis contains tables, figures, or illustrations, the appropriate list must be included in the preliminary pages. If any of the above sections are more than one page in length, each page is given the next Roman numeral, e.g.; the first page of the Biographical Sketch is on page iii; subsequent pages of the Sketch would be iv,v, etc. *All Roman numerals must be at the bottom of each page, centered between the margins, whether or not the page starts a new section.*

Pagination for body of thesis. The body includes:

- Text
- Appendix (or Appendices)
- Bibliography (or References or Works Cited)

Use continuous Arabic numbers for these sections, beginning with page 1. The Arabic numbers start in the text and the numbering continues through the appendices and the bibliography. Chapters begin on new pages. There should not be breaks between sections or before tables or figures, unless they occur naturally. All page numbers should appear on the bottom-center of the page, at least ½ inch from the bottom of the page. All pages, beginning with page one of the text, must be numbered consecutively. See also section on “Two-Volume Theses.”

Title Page

Title selection. The words in the title of the thesis should be selected carefully to represent as accurately as possible the subject content. The words in the title are important access points to researchers who may use computerized keyword search techniques to identify works in various subject areas.

Authors of scientific and engineering theses should use word substitutes for formulas, symbols, superscripts or subscripts, Greek letters, etc. *Examples:* “Chromosomal Localization of Alpha- and Beta-globulin of the Chicken, *gallus domesticus*” and “A Study of High Critical Transition Temperature Superconductivity in

the Neodymium-barium-copper Oxide System.” (From *Publishing Your Dissertation*, Ann Arbor, MI: University Microfilms, Inc., 1997)

Title Page Format. (Refer to Title Page sample) The title is in all capital letters, centered within the left and right margins, double-spaced, about 1½ inches from the top of the page.

At the vertical and horizontal center of the margins and double-spaced are the following five lines (all centered):

- Line 1: A Thesis
- Line 2: Presented to the Faculty
- Line 3: of Philadelphia University
- Line 4: in Partial Fulfillment of the Requirements for the Degree of
- Line 5: Master of Science

The following three lines are centered within the margins approximately 1½ inches from the bottom of the page and are double-spaced:

- Line 1: by
- Line 2: Student’s Name
- Line 3: Month and Year of degree conferral (*No comma between month and year. Eligible months are May, August, December.*)

The student’s name must appear as it is on file in the University Registrar’s Office. The date on the title page should be the date of degree conferral, not the date the thesis is submitted. The thesis title and the student’s name must be exactly the same wherever they appear in the thesis: title page, copyright page. Students submitting two-volume theses should refer to that section for further instructions regarding the title page.

Copyright and Registration

Copyright law involves many complex issues that are relevant to graduate students both in protecting their own work and in referencing the work of others (see “Acknowledging the Work of Others”). Discussion of copyright in this publication is not meant to substitute for the legal advice of qualified attorneys. A more detailed discussion of the copyright law can be found in the publication from University Microfilms, Inc. entitled *Copyright Law and the Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities* by Kenneth D. Crews. Copies of this publication can be found in the Gutman Library.

Copyright protection automatically exists from the time the work is created in fixed form, and the copyright immediately becomes the property of the author. Registration with the United States Copyright Office is not required to secure copyright; it is a legal formality to place on public record the basic facts of a particular copyright. Although not a condition of copyright protection itself, registering the copyright is ordinarily necessary before any infringement suits can be filed in court.

To register the copyright: Students may write to the Information Section, U.S. Copyright Office, Library of Congress, Washington, D.C., 20559 to request forms. Telephone: 202-707-3000. See below for Web information.

Whether you decide to register the copyright or not, a notice of copyright should appear as the sole item on the page immediately following the title page. The page is

counted, but the number is not typed on this page. The copyright notice is *centered vertically and horizontally within the margins* as follows:

© 1998 John D. Student

The copyright symbol is a lower case “c” which must be circled. If the font does not have the © symbol, type the “c” and circle it by hand. The student’s name must appear exactly as it is on file at the Registrar’s Office, both on this page and throughout the thesis. The date on this page is the year of conferral of degree.

Additional information and forms from the U.S. Copyright Office are available on the World Wide Web. Forms may be downloaded and printed for use in registering or renewing a claim to copyright. The forms and the information may be accessed and downloaded by connecting to the Copyright Office home page. The address is <http://www.loc.gov/copyright>.

Abstract

The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions. The abstract must not exceed six hundred (600) words in length (approximately 2 ½ to 3 pages of double-spaced typing). Do not number the abstract pages, and do not count the abstract when numbering preliminary pages.

The heading is the word “ABSTRACT” in all capital letters, centered within the margins at the top of the page. The master’s abstract does not display the thesis title, author’s name, degree, college/university, or date of degree conferral.

Dedication

The dedication is optional. It does *not* have a heading, is *usually* centered on the page, can be in italics or regular type and does not have to be in English. The page is numbered at the bottom center of the page, using lowercase Roman numerals.

Acknowledgments

The acknowledgments may be written in the first person. Students whose research has been funded by outside grants should check with the principal investigator of the grant regarding proper acknowledgment of the funding source. Most outside funding sources require some statement of acknowledgment of the support; some also require a disclaimer from responsibility for the results. The heading is the phrase “ACKNOWLEDGMENTS” in all capital letters, centered within the margins at the top of the page. The acknowledgments page(s) should use the same fonts, margins, spacing, and paper quality as the text of the thesis. The page is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals.

Table of Contents

Any standard format may be used for the table of contents. The only requirements are that the same font is used as in the text; page numbers must be listed for each chapter (*sections may be included, as well*); and that each page of the table of contents is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals. The heading is the phrase “TABLE OF CONTENTS” in all capital letters, centered within the margins at the top of the page. The preliminary sections, except for the title page, copyright page, and abstract are listed in the table of contents.

List of Figures, Tables or Illustrations

There must be separate pages for LIST OF FIGURES, LIST OF TABLES, or LIST OF ILLUSTRATIONS, even if there is only one example of each. Lists must contain the exact titles or captions. The page is numbered at the bottom of the page, centered between the margins, using lowercase Roman numerals. The page heading is the phrase “LIST OF _____” in all capital letters, centered between the margins, at the top of the page.

Footnotes/Endnotes

Textual notes that provide supplementary information, opinions, explanations, or suggestions that are not part of the text must appear in footnotes or endnotes. Placement of footnotes (e.g., at the bottom of the page) or endnotes (e.g., at the end of chapter or text) should be consistent with the style manual selected. *Note: Footnotes may be single-spaced in a 10-point size but must be in the same font as the text. Footnotes may not be required if students use style manuals that permit parenthetical references or other formats for acknowledging the work of others.*

Footnote numbering can be continuous throughout the thesis or may start again for each chapter or page, but the method must be consistent. Inserted footnotes may not be numbered 25a, for example. The footnotes following the insertion must be renumbered.

Figures, Tables, Photographs, and Foldouts

Follow these guidelines when including figures, tables, photographs and foldouts in the thesis. Formatting these items may be difficult, and students are urged to consult the assistant dean of graduate and continuing studies.

Tables and Figures. Tables and figures *must* be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or they may be placed directly into the text. *If a table or figure is alone as a page (with no narrative), it should be centered within the margins on the page.* Tables and

figures may not be placed at the end of the chapter or at the end of the thesis. Figure and table numbering must be either continuous throughout the thesis, or by chapter, e.g., 1.1, 1.2; 2.1, 2.2, etc. There cannot be two figures numbered 5, for example, in a thesis.

Headings of tables should be placed at the *top* of the table. While there are no specific rules for the format of table headings and figure captions, a consistent format must be used throughout the thesis. (See style manuals appropriate to one's field and the sample page in this guidebook.)

Captions of figures should be placed at the bottom of the figure. If the figure takes up the entire page, the figure caption should be placed alone on the preceding page and centered vertically and horizontally within the margins. Each page receives a separate page number. When a figure title is on a preceding page, the second and subsequent pages of the figure should say, for example, Figure 5 (Continued). The first page of data does not have the caption with the word "Continued". In such an instance, the List of Figures will list the page number containing the title. The word "figure" should be written in full (not abbreviated), and the "F" should be capitalized, for example: Figure 5.

If a table or figure is more than one page, the second and subsequent pages should say at the *top* either Table 5 (Continued) or Figure 5 (Continued), and the caption is omitted. Horizontal figures and tables must be positioned correctly: they will be bound at the *top* (i.e., the top of the figure or table will be at the left margin). Figure and table headings/captions are placed with the same orientation as the figure or table when on the same page. When on a *separate* page, headings/captions are always placed in vertical orientation, regardless of the orientation of the figure or table. Page numbers are always placed as if the figure were vertical on the page.

If figures are done by a graphic artist, the Graduate Studies Office will accept lettering done by the artist within the figure. Figures done with software are acceptable if the figures are clear and legible. Legends and titles done by the same process as the figures will be accepted if they, too, are clear and legible and at least 10- or 12-point size. Otherwise, the legends and captions should be printed with the same font that is in the text. The use of colors may be appropriate for some fields. If colors are used within a figure, be sure that the original is of good quality and can be reproduced with clarity.

All graphs, diagrams, line drawings, manuscript facsimiles, maps, chemical formulas, computer printouts, etc., included in the body of the thesis must be on archival paper and must be produced by acceptable permanent methods. Pages should not vary from the standard 8 ½ x 11 inches. Plan the illustrative materials so they can be reduced to meet this specification. They should be centered between the margins on a page with no text above or below. Exceptions to this rule are discussed in the section on foldouts.

For reduction of material, always use machines that can reduce one percent at a time. If figures or tables are too large to be reduced satisfactorily, they should either be split into several pages, or redone. Long tables may be single-spaced, and text may be slightly reduced. Page numbers and headings must not be reduced. All lettering must be clear, readable, and large enough to be legible on microfilm. The rule of thumb is that all lettering, including subscripts, must still be readable when reduced 25% beyond the final version. The white space around the text or figures must meet all margin requirements.

Photographs. In order for photographs to be considered archival, they must be black-and-white. If color photographs are necessary, they must be accompanied by

photographs of the same subject in black-and-white. Contact the assistant dean of graduate and continuing education for more specific information.

If the photographs are smaller than 8 ½ x 11 inches, they should be produced on a lightweight or single-weight polyfiber paper with a glossy finish. Mount the photographs on the same archival paper as the rest of the thesis. Have them dry-mounted professionally, affix them with a spray adhesive mount, or use a dry-mount that adheres to all paper surfaces, coarse and smooth (archival paper is not porous). Never use rubber cement; pictures will fall out of the thesis after three or four years.

An alternative to using actual photographs is to prepare the original using a photograph which is mounted (either permanently or in a temporary fashion) onto a page which has the correct page number and figure caption. This page can then be photocopied, using a color laser photocopier, directly onto the archival paper required for final submission. The resolution is usually high using this process, which works for black-and-white photographs as well. Several copy centers will color-copy onto archival bond.

Foldouts. Foldouts are discouraged. However, if large tables, illustrations, etc., cannot be placed in the regular 8 ½ x 11 inch format, then 11 x 17 inch archival (if available) paper may be used. The same margin requirements apply: 1 ½ inches on the left and one inch on the top, bottom and right. This leaves an area of 9 x 14 ½ inches to be filled with text. The student should not fold these pages; roll them and put them in a mailing tube. If material is larger than 11 x 17 inches, such as a map or drawing, it should be placed in a tube with the student's name, degree, and year of conferral written on the tube. If possible, those insertions should also be on archival paper.

The bindery will create a pocket on the back of the bound thesis and insert the materials in that pocket. Include a copy of all foldouts for each copy of the thesis to be bound. Be sure to mention in the text that loose materials are included in the pocket of the thesis.

Appendix

Materials which are peripheral but relevant to the main text of the thesis should be placed in appendices. These may include survey instruments, additional data, computer printouts details of a procedure or analysis, a relevant paper written by the student, etc. Appendix material must meet the same requirements of page composition, pagination, legibility, and paper quality as the text itself. On the first page of each appendix the page number is placed at the bottom of the page, centered between the margins.

Bibliography, References, or Works Cited

The Graduate Studies Office recommends that students follow the standard citation format used by a major journal in one's academic field and that the style be consistent throughout the thesis. Students may consult, among others, *The Chicago Manual of Style*, the *MLA Style Manual*, or the *Publication Manual of the American Psychological Association*.

Bibliographies may be single-spaced *within* each entry, but must be double-spaced *between* each entry. On the first page of the bibliography, the page number is placed at the *bottom* on the page, centered between the margins. Page numbers are placed at the top of the page for all pages *after* the first page of the bibliography.

Acknowledging the Work of Others

Students are responsible for acknowledging any facts, ideas, or materials of others in their work. Students must follow the guidelines for acknowledging the work of others in the *University Student Handbook*.

Copyrighted Material. If a student uses any copyrighted material in the thesis, it is the student's responsibility to give full credit to the author and publisher of work quoted. The acknowledgment should be made (e.g., placed in a footnote) according to the style manual selected. Additionally, the student must determine whether use of the material can be classified within "fair use" guidelines.

If the student has included material beyond the concept of "fair use", then the student must obtain written permission from the copyright owner. Two copies of each permission letter should be submitted with the thesis.

For a more detailed discussion of "fair use", see *Copyright Law and the Doctoral Dissertation: Guidelines to your Legal Rights and Responsibilities*, published by University Microfilms, Inc. or *The Chicago Manual of Style* published by the University of Chicago Press.

If one has already published, or had accepted for publication, part of one's own thesis material in a journal, it is necessary to write to that journal and obtain written authorization to use the material in one's thesis.

Reference Sources for Style and Format

Although formats vary among fields, the Graduate and Continuing Studies Office strongly encourages adherence to accepted standards of usage in matters of grammar, punctuation, and mechanics. Students should check with their Thesis Advisors for field-specific style and format requirements. If a field has no specific requirements, then use a standard format such as one described in the following references (which are available in the Gutman Library):

Joseph Gibaldi. *MLA Style Manual and Guide to Scholarly Publishing*. 2nd ed. New York: Modern Language Association of America, 1998.

Day, Robert A. *How to Write and Publish a Scientific Paper*. 4th ed. Phoenix: Oryx Press, 1994.

Publication Manual of the American Psychological Association. 4th ed. Washington, D.C.: American Psychological Association, 1994.

Strunk, William, Jr., and E. B. White. *The Elements of Style*. 3rd ed. New York: Macmillan, 1979.

The Chicago Manual of Style. 14th ed. Chicago: University of Chicago Press, 1993.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and*

Dissertations. 6th ed. Chicago: The University of Chicago Press, 1996.

Production of the Thesis

The thesis must be produced with a word processor. The printing *must* be on a laser printer or a printer of similar quality (i.e., a printer with a resolution of 300 dots per inch or greater). A dot matrix printer is not acceptable.

Computers and Printers

It is important to consider the content and length of the thesis when choosing a computer software package. Also consider the printers that will be available for the final printing of the thesis. *Dot matrix printers are not acceptable for the final copy of the thesis.*

Computer printouts and all computer-generated figures and graphs must meet the same standards as the rest of the thesis, i.e., must fit within the specified margins, be copied on the same paper as the rest of the thesis, and have consecutive numbering. Computer printouts, however, do not need to be in the same typeface.

Copying Process and Paper Specifications

All submitted theses must be clear enough to be read easily and to provide legible microfilm. Dirty pages, or pages containing spots or smudges, whiteouts, roller marks, or gray lines are not acceptable and must be retyped or recopied. *The assistant dean of graduate and continuing studies must approve the manuscript before it is copied for final submission.*

The thesis should be printed on 8 ½ x 11 inch paper, using only one side of the sheet. The final copies submitted to Graduate Studies must be on archival paper (acid-free, 20-24 lb., white 25% cotton paper), which is available from bookstores and copy centers, including the University Store.

All copies of the final thesis submitted must be original copies. Make sure that each copy of the thesis is properly collated and that no pages are missing, duplicated, placed in incorrect order, or turned sideways.

Two-Volume Theses

Measure the thickness of the thesis to determine if it is one or two volumes. Approximately three inches of paper will fit in one volume.

In theses with two volumes, the second should continue the numbering of the first volume. Each volume should contain a title page with the words Volume I (or Volume II) added to the page, directly beneath the title. Include this information in the Table of Contents. The title page of the second volume is counted as a text page in the arabic

numeral counting, but a page number is not typed on the page. Subsequent pages should reflect this count.

Before the Thesis Defense

Submitting Draft to Committee

At least four weeks prior to the thesis defense, the student is expected to submit an outline and an early draft of the thesis to all members of the Thesis Committee.

A final draft of the thesis must be submitted to each Thesis Committee member at least seven days before the thesis defense. That draft may have to be modified as a result of the defense, but at the time of the examination the draft should be complete (title page to last page of references) in all respects and editorially acceptable for final approval.

Thesis Defense Forms

The thesis defense should be scheduled with the academic school office and the following forms filed in the Graduate and Continuing Studies Office at least seven calendar days before the defense. These forms can be found in the master's thesis packet.

Schedule of Thesis Defense Form. This form must bear the signature of each member of the Thesis Committee as recorded in the Graduate and Continuing Studies Office. (Another member of the school graduate faculty may, if necessary, sign on behalf of a committee member, if that committee member has agreed to the scheduling.) The signature of the dean of graduate and continuing studies is also required.

Upon receipt of the Schedule of Thesis Defense Form, the dean of graduate and continuing studies will post the date, time and location of the thesis defense outside the Graduate and Continuing Studies Office. The thesis defense is open to the campus community. Only members of the Thesis Committee, the University faculty and the University administration may participate in the examination process.

Form for Designation of Proxy for Defense and/or Thesis Approval (*if needed*). Either an official proxy form or a letter of proxy is required from a committee member who is unable to attend. The professor acting as proxy must be a member of the school graduate faculty and must be a member of the same graduate field as the faculty member being replaced. A member of a Thesis Committee cannot act as proxy for another member.

Thesis Approval Form. The candidate brings the typed Thesis Approval Form to the final examination. Committee members may sign the form at the defense or at a later date.

Registration for Thesis Defense

Registration status for taking thesis defense. In order to complete the thesis defense, a student must be registered in the graduate program (either in residence or in absentia) during the semester in which they defend the thesis.

Students who successfully defend their theses will receive a letter grade and will earn either three or six credits, depending upon the major field, for their thesis coursework.

Students who do not successfully defend their theses during the last semester in which they are registered will either receive the grade of “Incomplete” or the grade of “CR” for the thesis coursework, as determined by the Thesis Committee Chairperson.

If students are capable of defending their theses within the grace period (four weeks into the next semester, including summer sessions), the grade of “Incomplete” will be awarded. Following successful defense and submission of the thesis, the Thesis Committee Chairperson will complete a change of grade form for the thesis coursework. Students who fail to defend and submit their theses during the grace period must re-register for thesis until they successfully defend their theses.

Students who are judged by the Thesis Committee Chairperson to be incapable of successfully defending their theses during the grace period will receive the grade of “CR” for their thesis coursework. They will earn zero credits for their thesis coursework for that semester. Students will be re-registered automatically for thesis coursework in the immediately subsequent fall or spring semester to remain in good standing. Exceptions for re-registration in the subsequent fall or spring semester must be approved by the dean of graduate and continuing studies. Tuition equal to one graduate credit hour will be assessed for subsequent thesis coursework. When the thesis is successfully defended, the Thesis Committee Chairperson will submit a final grade for the thesis coursework, and the student will earn either three or six graduate credits (depending upon the major field) for the semester during which the thesis was defended successfully.

Reinstatement. A petition for reinstatement must be filed before taking the final examination if: 1) more than one semester has elapsed since the candidate last registered or 2) the candidate has been on leave of absence and the leave has expired. If a period of four years has elapsed since first registration in the degree program, a petition must be filed to request extension of the time limit for completion of degree requirements.

Be sure to contact the Graduate and Continuing Studies Office well in advance if there is any question about registration status.

After the Thesis Defense

Forms to Submit

The following forms have to be submitted to the Graduate and Continuing Studies Office after the Thesis Defense; they are included in the master’s thesis packets.

Results of Thesis Defense. Within three days after the Thesis Defense, the Thesis Committee Chairperson must submit the form called “Results of Thesis Defense.” If the “pass” is conditional, then the conditions should be stated in writing on the form or

on an attached memorandum signed by the Committee Chairperson. If significant changes in the thesis are required after the thesis defense, make sure that these changes are clearly stated in writing to avoid potential misunderstanding and delay in thesis approval.

The remaining forms are submitted along with the final copies of the thesis.

Thesis Approval Form. This form must be signed by the Thesis Committee. The upper part of the form must be typed, because it will eventually be bound into the archival copy of the thesis. Forms will not be accepted in the student's name is written by hand. Take this form to the thesis defense. Thesis Committee members will sign this form at the defense if no changes to the thesis are required. If changes to the thesis are required, the Committee Chairperson will be responsible for ensuring that the changes are made and that the Thesis Committee members sign this form.

Filing of Thesis

A candidate is allowed 30 days after the thesis defense to make changes in the thesis specified by the Thesis Committee and the assistant dean of graduate and continuing studies, obtain their final approval, and submit the final copies to the Graduate and Continuing Studies Office. If this requirement is not met, a late-filing fee (\$100) will be charged.

Three original copies of the thesis on archival paper must be submitted to the Graduate and Continuing Studies Office (one for the student's home school, one for the Thesis Committee Chairperson, and one to be placed in the Gutman Library). Students may also submit additional copies for binding at an additional charge. Those copies will be returned directly to the student. The original signed Thesis Approval Form must be placed directly behind the title page in *one* copy of the thesis. Make four additional photocopies of the original signed Thesis Approval Form and submit them with the three copies of the thesis. Students should also include an additional copy of the signed Thesis Approval form to be included with each additional copy of the thesis that they request. A check payable to Philadelphia University for binding services must also be submitted with the thesis copies (\$50 for three bound copies, \$20 for each additional copy that the student requests). Students may elect not to have their own copies of the thesis bound. Graduate Theses are sent for binding twice each year in mid-July and mid-January. Student copies will be returned to Graduate and Continuing Studies approximately eight to ten weeks from the date they are sent to the bindery. Students should leave mailing addresses with the Office when submitting final copies of their thesis.

Receipts to Submit

Late-filing fee. Students are allowed 30 days after the thesis defense in which to submit approved copies of the thesis to the Graduate Studies Office. A late-filing fee (\$100) will be charged if this requirement is not met.

Clearing Business Office account. After completing the degree requirements, all degree candidates must clear their accounts with the Business Office. If students owe

money, a hold will be placed on their accounts. Neither the transcript nor the diploma will be released until all bills are paid.

Loan Repayment. Students who have received Federal loans should consult with the University's Financial Aid Office concerning loan repayment procedures.

Degree Conferral Deadlines

After completing all degree requirements, students are cleared for degree conferral by their graduate program directors. Lists of approved degree candidates are submitted to the Academic Affairs Office three times a year for conferral in January, May and August. The student must have completed all degree requirements *before the deadline for that degree period*, including submission of the thesis to the Graduate and Continuing Studies Office. **No exceptions are made.** Check with the assistant dean of graduate and continuing studies for specific deadlines for each semester.

Letter of Certification. Students who have completed all the requirements for the master's degree, including submission of the thesis, and who need a letter stating that fact before the conferral date of the degree, may obtain such a statement from the assistant dean of graduate and continuing studies. All fees must be paid before this letter can be obtained.

Commencement

Philadelphia University's annual Commencement is held at the end of the spring term in May. Candidates who are awarded degrees in August and January are encouraged to participate, along with May degree recipients, in Commencement exercises. Information concerning Commencement, the academic costume, etc. will be available in the Academic Affairs Office after March 1 each year.

Diploma Distribution

Diplomas for August and January graduates will be mailed approximately one month after the degree conferral date. Diplomas for May graduates who attend Commencement will be distributed immediately following the Commencement ceremony. Diplomas not distributed on Commencement Day will be mailed from the Academic Affairs Office within two weeks of the conferral date. There is no charge for mailing. Students must be sure to provide an address on their Application for Graduation forms for mailing undistributed diplomas.

Thesis Checklist

Format

All pages 8 ½ x 11 inches, one side only, on archival paper

- Typeface of text consistent, 12-point
- Margins – at least 1 ½ inches on left, at least one inch on all other sides
- Double-spaced (except Bibliography, Table of Contents, List of Tables, List of Figures, lengthy tables quotations, footnotes)
- All equations and formulas typed (superscripts and subscripts all legible)
- No “orphans”
- Avoid widows

Preliminary Pages

- Small Roman numerals used at the bottom of the page, centered between the margins, with at least ½ inch clearance from bottom of page
- Arranged in proper order

Copyright

- Notice of copyright on page immediately after title page

Abstract

- Double-spaced
- Same typeface as thesis
- Not exceeding 600 words
- Pages not numbered or counted
- Proper heading format

Text

- Each chapter begins on a new page
- Sections within chapters do not begin on new pages (unless occurs naturally)
- On first page of each chapter, first page of appendix and first page of bibliography, page number (Arabic) at bottom, centered between the margins, with at least ½ inch clearance
- On all other pages – including text, charts, maps, illustrations, appendices, bibliographies – Arabic numbers placed at top of page, one inch from right edge of paper, ½ inch clearance from top
- All pages numbered consecutively

Footnotes/Endnotes

- Style of footnotes consistent throughout thesis
- Footnote numbering consistent

Figures, Tables, Photographs, and Foldouts

- Figure and table numbering either continuous throughout thesis or by chapter
- Table headings placed at top of tables
- Figure captions placed at bottom of figures

- ❑ Proper paper specifications
- ❑ All lettering clear and legible
- ❑ Glossy black and white photographs, not silk finish
- ❑ Mounted photographs on same archival paper as rest of thesis and according to specifications
- ❑ Foldouts (to be placed in a pocket during binding) are included in mailing tube

Copying

- ❑ Four original copies on archival paper
- ❑ Each copy is properly collated
- ❑ Each copy is sharp and clean

Forms to Submit

- ❑ Thesis Approval Form (typed), signed by Thesis Committee
 - ❑ Original thesis approval form must be bound behind the title page of one copy and five photocopies must be turned in with thesis
- ❑ License to Use Copyrighted Material, if appropriate

Receipts to Submit

- ❑ Late-filing fee, if owed

Appendix: Sample Pages

The sample pages in the following section are on the right side of the page, just as they are placed in a thesis. The left page that is facing the sample page contains an explanation and directions. The following sample pages are included:

- Title Page
- Abstract
- Chapter One
- Sample table
- Sample figure in horizontal layout
- Sample figure in vertical layout

TITLE IS IN ALL CAPITAL LETTERS, CENTERED HORIZONTALLY,
DOUBLE-SPACED, ABOUT 1.5 INCHES FROM THE TOP OF THE PAGE

Sample title page →

These five lines must be exactly as they appear here, except for insertion of the
appropriate degree.

They are doubled-spaced, at the center of the page.

by

Student's name exactly as he or she is registered

Month and year of degree conferral, not exam or submission date

Approximately 1.5 inches from bottom of page, with no page #

August 1998

GRADUATE STUDENT SUCCESS FACTORS:
A LONGITUDINAL STUDY

A Thesis
Presented to the Faculty
of Philadelphia Univeristy
in Partial Fulfillment of the Requirements for the Degree of
Master of Science

by
Sharon S. Student
August 1999

ABSTRACT

The abstract sample shown here is for the master's thesis. The word "ABSTRACT" is centered horizontally at the top of the page, in all capital letters.

Sample master's thesis abstract →

(no page #, page not included in page count)

ABSTRACT

The master's abstract would be placed here. It may not be more than 600 words long (approximately 2 ½ to 3 pages of double-spaced text). The master's abstract does not display the thesis title, author's name, degree, college, or date of degree conferral.

CHAPTER ONE
TITLE OF CHAPTER

There are no format requirements for the heading. Students should use formats that are standard in their fields and should be consistent for all chapters. All text must be double-spaced.

Sample showing 1st page of each chapter →

(page # at bottom of first page of each chapter, at top of subsequent pages)

CHAPTER ONE INTRODUCTION

There are no set format requirements for the chapter layouts: however, each page must be double-spaced, the proper font must be used, and the margins must be correct. The headings, sub-headings, etc. can be in any standard format. Students should use formats that are standard in their fields. The words CHAPTER ONE and INTRODUCTION (or any other chapter title appropriate for one's work) may be either single-spaced or double-spaced. The only requirement is that each chapter's style must be consistent with that of all other chapters.

Page numbers are placed at the bottom center (at least .5 inch from the bottom edge of the paper) of the first page of each chapter, each appendix, and the bibliography. On all other pages, the page number is placed at least .5 inch from the top edge of the paper and at least 1.0 inch from the right edge of the paper. There should be at least a double space between the page number and the text. Text should continue on the second and subsequent pages. There should be no page breaks between sections, unless such breaks occur naturally. However, each chapter must start on a new page.

(Table heading at top)

- Tables must meet margin requirements
- Table headings must be the same size font as text. The word ‘table’ should be written in full (not abbreviated), and the ‘t’ should be capitalized, for example: Table 3
- Text in the table may be reduced slightly: the rule of thumb is that it must still be readable when further mechanically reduced 25% beyond the final version.
- Longer tables may be single-spaced
- The table that follows is a sample. Use any style appropriate to one’s field, as long as the style meets the requirements described in this guidebook.

Sample page of vertical table ➔

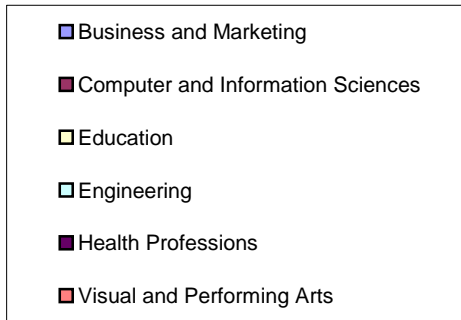
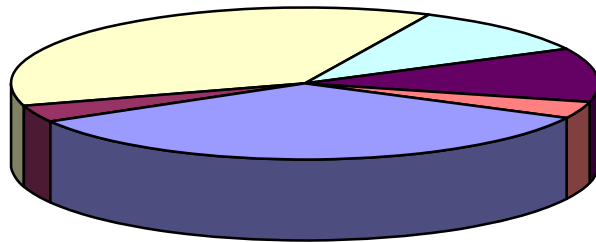
Table 6 Earned Master's Degrees Conferred, by Selected
Academic Disciplines, 1994-95

| | Men | Women | Total |
|----------------------------------|--------|--------|---------|
| Business and Marketing | 59,109 | 34,700 | 93,809 |
| Computer and Information Science | 7,627 | 2,699 | 10,326 |
| Education | 23,806 | 77,436 | 101,242 |
| Engineering | 23,935 | 4,618 | 28,553 |
| Health Professions | 6,754 | 24,489 | 31,243 |
| Visual and Performing Arts | 4,374 | 5,903 | 10,277 |

Source: U.S. Department of Education

- Figures must meet the same margin requirements as text. The figure itself may be reduced to fit. The rule of thumb is that it must still be readable when further mechanically reduced 25% beyond the final version.
- The figure that follows is merely a sample. Use any style appropriate to one's field, as long as the style meets the requirements described in this guidebook.
- Captions may be placed under the figure, or on the preceding page, depending on space constraints. Long captions may be single-spaced. All captions and page numbers must be in the same font and point size as the text, and they may not be reduced. The word 'figure' should be written in full (not abbreviated), and the 'f' should be capitalized, for example: Figure 12.

Sample page of vertical figure →



**Figure 16 Total Number of Earned Master's Degrees Conferred,
by Academic Discipline, 1994-95**
Source: U.S. Department of Education

The top of a horizontal (landscape-oriented) figure is placed at the left margin (the margin nearest the binding).

The figure is centered vertically and horizontally between the margins.

The figure shown is merely a sample. Use any style appropriate to one's field, as long as the style meets the requirements described in this guidebook.

Captions for horizontal (landscape) figures are also horizontal (landscape-oriented) when on the same page as the figure.

Sample page of horizontal figure →

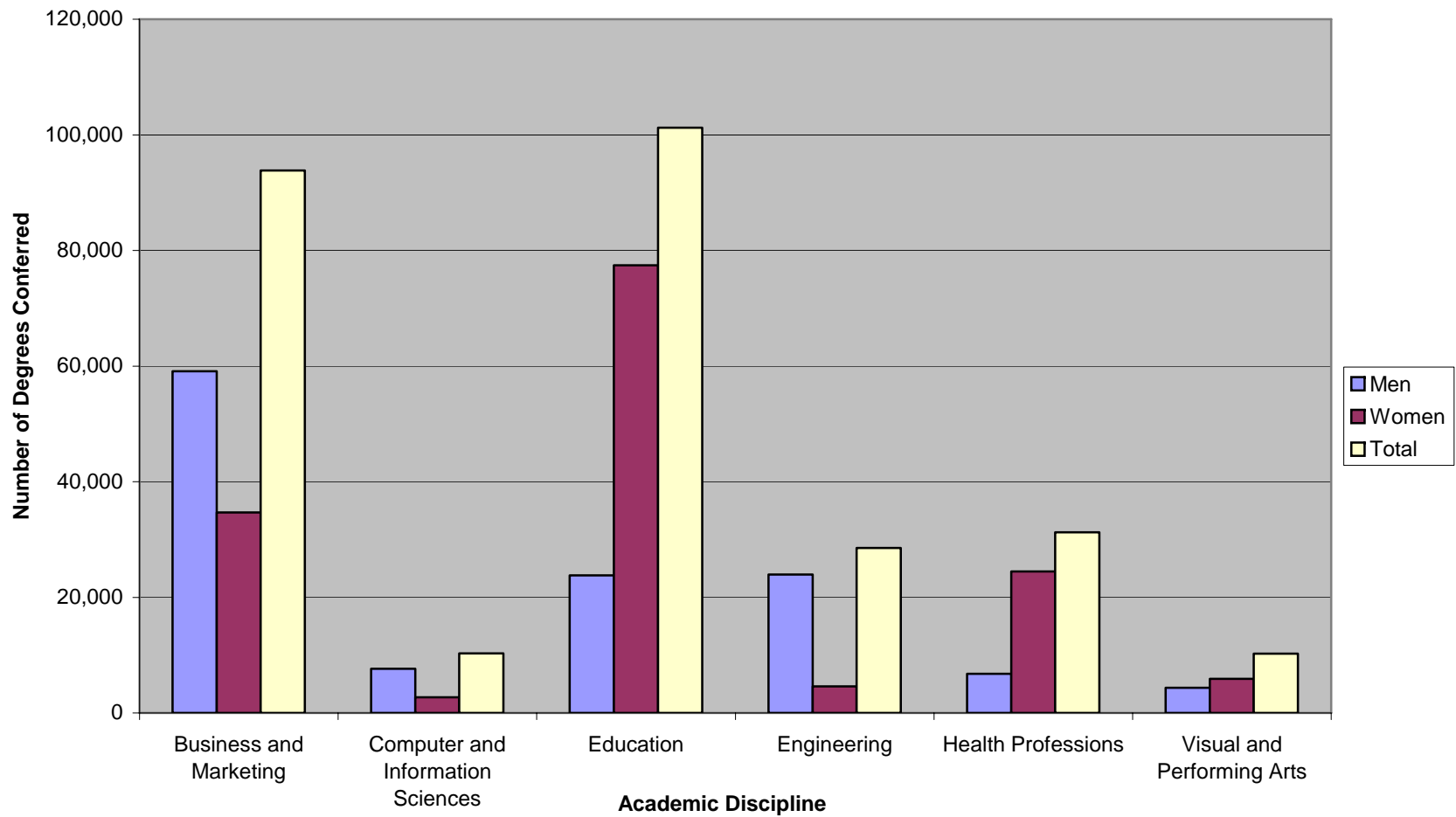


Figure 13 Earned Master's Degrees Conferred, by Selected Academic Discipline, 1994-95
Source: U.S. Department of Education