
TROY UNIVERSITY

GRADUATE SCHOOL



**Thesis
Guidelines**

TROY Graduate School Publication

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All style manuals such as this lean heavily on existing style manuals. In the development of this style manual, those prepared by Michigan State University and Alabama Agricultural and Mechanical University were especially helpful.

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TROY UNIVERSITY

GRADUATE SCHOOL

THESIS GUIDELINES

2006

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INTRODUCTION

The thesis is frequently the culmination of graduate training at Troy University. It allows candidates for the Master's or Education Specialist's degree the opportunity to pursue original research designed and prepared by the student under the supervision of a committee composed of qualified, graduate faculty members. As a result, the thesis can be a significant component of graduate study for the student and the university community.

This handbook has been prepared to support the work of the candidate who is required to present a formal, written document as partial fulfillment of the requirements for the graduate degree at Troy University. It is the official manual of university thesis guidelines and requirements.

It is important to note that thesis development, research, writing, and completion are driven by student initiative. While substantial resources are available to the candidate, the responsibility for the successful completion of the thesis rests with him or her. The faculty will play a substantial role in the direction of the project. Nonetheless, the student must take charge of seeing that a quality thesis is presented for consideration in a timely manner and is in compliance with the specific requirements in this handbook.

Your thesis is an important university document, both academically and for you personally. It will become a lasting legacy of your graduate experience. For this reason, the candidate must exercise utmost care in the preparation of the final manuscript for submission. In turn, the university commits itself to processing the document for publication, binding, and library archiving promptly and with respect for the work that the candidate has done.

In order to make certain that thesis manuscripts from Troy University display the significance that is placed on them, the candidate is required to follow the strict formatting and submission guidelines contained in this handbook. Read them carefully and completely.

These guidelines set forth the thesis requirements established by The Graduate School of Troy University. The guidelines are designed to produce documents that are uniform in style, but also allow for the particular requirements of disciplines. Individual departments, schools and colleges may impose additional requirements or may specify requirements in greater detail. It is incumbent on the student to learn what, if any, special departmental/school/college requirements may apply. The thesis should be prepared in accordance with the instructions of these Guidelines and the graduate program requirements.

Any proposed deviation from the guidelines must be referred to the Dean of the Graduate School for approval before the thesis is completed in final form.

The rules in the *Troy University Graduate Thesis Guidelines* take precedence over previous publications issued prior to this date of publication. Please consult the Troy University webpage www.troy.edu for changes that may have occurred since this publication.

The work the student has done, short of final preparations of the thesis, is outside the province of these Guidelines. The assumption is made that the research is complete, that a comprehensive outline of the main text has been prepared, that the final draft has been examined and approved by the chair of the thesis committee and committee members, and that the time for typing in final form is at hand. These Guidelines also assume that the student has good command of the English language.

Questions regarding the format of the thesis not adequately answered in these Guidelines may be directed to the Dean of the Graduate School.

THE THESIS COMMITTEE

Selecting your Thesis Chair

The candidate is required to select and reach agreement with a chair who will supervise his or her thesis project. It is of value to consider a number of variables when choosing the faculty member who will act as your thesis chair. These should include:

- Evidence of current interest and involvement in scholarly research that is consistent with your thesis topic.
- Possession of the appropriate terminal academic degree; this is usually the Ph.D in the field of the degree that you are pursuing.
- Appointment with tenure track, and hold graduate faculty status at Troy University.
- Previous experience in the teaching, advising and/or direction of students at the graduate level. Nonetheless, it should be remembered that the faculty member may already be working with a number of thesis students and may not be willing, because of time limitations, to add another thesis student to his or her list of advisees.
- Individual graduate degree programs/departments (or colleges or schools) may have specific guidelines for faculty who are eligible to serve as Thesis Committee Chairs. Check with that particular program/department/college/school for compliance.

It is important to understand that the decision to accept the role as a thesis chair is a voluntary one, so the candidate may want to consider a couple of options among faculty in the degree program.

The Role of the Thesis Chair

The chair is considered the primary thesis advisor. He or she will work closely with you throughout the life of your thesis project. While different programs have distinct procedures, there are some important common elements of the process that you should know.

- You will register for your thesis work as a specific course(s). Your thesis chair will discuss with you the specific course(s) that you will be required to complete as a component of your thesis work.

- You will be required to prepare a proposal for your research. The format and scope of this will depend on the program. Nonetheless, this is the starting point for your project. You must receive approval for your proposal from your chair before you move to the next phase of your research.
- You should be prepared to present a schedule for the completion of your thesis based on your personal and professional time availability. Priority must be given to the conclusion of the thesis project in a reasonable and appropriate time framework.

It is important for the candidate to understand that the thesis process is driven by student initiative. While the role of the thesis chair is of significant importance, it is not the chair's responsibility to see that the thesis is completed—that rests solely with the student. He or she must ensure that they remain in contact with the chair and other members of the thesis committee. If the student fails to make adequate progress, members of the committee are likely to lose interest in the project. And, such a situation is not in the best interest of the candidate. So, keep your chair informed of your progress, meet with him or her frequently and let them know if you are encountering difficulty in your research or writing. The chair can be of significant assistance. Nonetheless, the final thesis product and the time frame in which it is completed depends exclusively on the candidate.

Selecting the Thesis Committee

The chair of the thesis committee will assist you in selecting the members of the committee. The members of the committee must be fulltime and hold graduate faculty status. The committee may include a member who is a specialist in the specific area of research. The members of the committee should not have a relationship with you that pose a potential conflict of interest (for example, direct job supervisor, friend, or colleague). The minimum number of members for a committee is two (including the chair). There is no maximum number.

ROLE OF THE MEMBERS OF THE COMMITTEE

The members of the committee assist the chair in determining the appropriateness and quality of the study. It is assumed that the committee members are committed for the term of the project. Nonetheless, if there is a change in thesis committee membership, a memorandum describing this change must be prepared by the chair of the thesis committee and forwarded through the campus department chair to the Office of the Dean of the Graduate School by the committee Chair and signed by the faculty members involved in the change. If a student requests a change in the chair of the committee

CHANGES IN COMMITTEE MEMBERSHIP

Committee Membership Change

If a faculty member agrees to serve on a thesis committee, the obligation is for the duration of the project, and it represents a serious professional commitment. In the event extenuating circumstances require a faculty member to request relief from service on a thesis committee, the faculty member should frame the request in writing with reasonable particularity to the chair of the thesis committee who will forward the request through the appropriate campus department chair, associate dean, and/or dean to the Office of the Graduate School. If the request is granted, a replacement will be assigned by the appropriate department chair and the degree candidate so informed.

Thesis Chair Change (once only)

Should a conflict arise between the student and the chair of the thesis committee:

Step 1. The student and the thesis chair should attempt to resolve the conflict informally.

Step 2. If the issue is not resolved at Step 1 and the student wishes to request a change in thesis chair, the student shall request in writing a conference with the department chair, with a copy to the campus associate dean. This request must address the student's concerns and document Step 1 procedures.

Step 3. Within ten working days of receipt of the request, the department chair shall meet with the student and the thesis chair, either singly or together. If the department chair supports the request for a change, he/she shall assign a new thesis director; the decision is final; the matter is closed.

Step 4. In the event a department chair does not feel comfortable (out of discipline or area of expertise) or if the department chair is also the thesis chair, the request shall be forwarded to the associate dean or dean for the assignment of a new thesis director, and this decision is final.

MANUSCRIPT REQUIREMENTS

The student has the responsibility to present to the thesis chair for final approval a well-written manuscript that is free from error. The student, not the typist, is responsible for editing the thesis. If editorial assistance is needed, assistance should be obtained before the final draft is given to the typist. Students are warned that preparation of a thesis can be an extremely expensive undertaking. Each student should have a clear understanding in advance with typists, printers, and any agency involved in photographic work or drawings as to the costs involved. The Graduate School cannot act as referee in disputes between students and others in such matters.

The student must follow the department's specified publication manual. Should the style manual conflict with the *Troy University Graduate Thesis Guidelines*, the *Troy University Graduate Thesis Guidelines* will take precedence.

Listed below are examples of selected style manuals.

Council in Biology Editors. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. Most recent edition. New York: Cambridge UP.

MLA Handbook for Writers of Research Papers (by Joseph Gibaldi and Walter S. Achtert). Most recent edition. New York: MLA.

American Psychological Association. *Publication Manual of the American Psychological Association*. Most recent edition. Washington: APA.

National Association of Social Workers. *Writing for NASW*. Most recent edition. Silver Spring: National Association of Social Workers.

Quick Reference Guide

<p>Manuscript Requirements-----4</p> <p>Paper-----7</p> <p style="padding-left: 20px;">25% or higher cotton rag paper</p> <p style="padding-left: 20px;">20-pound weight</p> <p style="padding-left: 20px;">8.5” X 11.0” in size</p> <p style="padding-left: 20px;">Must have watermark</p> <p>Font-----7</p> <p style="padding-left: 20px;">Arial, Times New Roman, or Courier</p> <p style="padding-left: 20px;">12-point font size</p> <p>Margins-----9</p> <p style="padding-left: 20px;">1.0” top, right, bottom</p> <p style="padding-left: 20px;">1.5” left (needed for binding)</p> <p>Spacing-----9</p> <p style="padding-left: 20px;">Double-space throughout. See specific guidelines regarding deviations.</p> <p>Page Numbering/Placement ----- 10</p> <p style="padding-left: 20px;">All pages are numbered at bottom</p> <p>Pagination and Sequencing Table----- 11</p> <p>Order of Thesis ----- 11</p> <p style="padding-left: 20px;">Preliminary Pages----- 12</p> <p style="padding-left: 20px;">Text Pages ----- 20</p> <p style="padding-left: 20px;">Reference Material ----- 22</p> <p>Oversize Tables and Figures----- 18</p> <p style="padding-left: 20px;">11” x 17” paper</p> <p>Facing Pages----- 19</p>	<p>Use of Copyrighted Material ----- 23</p> <p>Use of Reprints in Thesis ----- 23</p> <p>Degree Completion and Thesis Approval 25</p> <p>Submission of the Final Draft and the Defense----- 26</p> <p>Requesting a Thesis Defense----- 26</p> <p>Deposit of Final Two Copies----- 27</p> <p>Signature and Acceptances ----- 27</p> <p>Thesis Binding ----- 27</p> <p>Appendices ----- 29</p> <p style="padding-left: 20px;">Check List and Calendar ----- 30</p> <p style="padding-left: 20px;">Title Page----- 32</p> <p style="padding-left: 20px;">Thesis Acceptance Page and signatures 33</p> <p style="padding-left: 20px;">Abstract ----- 34</p> <p style="padding-left: 20px;">Human or Animal Subjects Form ----- 35</p> <p style="padding-left: 20px;">Copyright ----- 36</p> <p style="padding-left: 20px;">Dedication ----- 37</p> <p style="padding-left: 20px;">Acknowledgements ----- 38</p> <p style="padding-left: 20px;">Traditional Table of Contents----- 39</p> <p style="padding-left: 20px;">Scientific Table of Contents----- 40</p> <p style="padding-left: 20px;">List of Tables ----- 41</p> <p style="padding-left: 20px;">List of Figures----- 42</p> <p style="padding-left: 20px;">Sample of Headings ----- 43</p> <p style="padding-left: 20px;">Troy University Thesis Binding Form-- 44</p> <p style="padding-left: 20px;">Curriculum Vitae ----- 45</p>
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FORMAT FOR THE THESIS

PAPER , PHOTOCOPYING AND QUALITY

The final copy of the thesis must be 8.5 x 11 inches in size, 20-pound white bond paper with a 25% or higher rag content (watermark should be visible). Erasable bond or any other paper with a chemically treated surface is not acceptable. The weight and content of the paper must be consistent throughout the thesis. Photocopying is the most satisfactory and economical method of producing additional copies of the thesis. All copies must be free of smudges and blemishes. One copy must be submitted to the Dean of the Graduate School in addition to the original. The copy must be of good quality, reproduced on 20-pound white paper and may be produced using high-quality photocopying or with computer- assisted reproduction methods at the same standard as the original. Word processor printers should be letter quality and produce crisp, dark images.

WORD PROCESSING

Acceptable font types are pica or elite book-face type such as Times New Roman, Arial, or Courier. Script type or handwriting is not acceptable. The print must be black and of sufficient darkness to insure ease of reading and good reproduction. If handwork is needed, black permanent drawing ink or equivalent must be used. The same type font must be maintained throughout the thesis. To be acceptable, the thesis must be a flawless copy that does not contain the following:

- Overstrikes, cross-outs, lines from paste-ups, smudges and smears, erasures, and white-out.
- Photo-mounting corners, staples, or transparent tape.
- Dots and shading in the background.

TYPEWRITERS

The use of typewriters is not acceptable.

FONT FORMATTING

It is important to first understand a little about fonts before selecting one for use.

- A fixed font, such as Courier, allows each character to take up a “fixed” width of space. Therefore an “I” and “m” would require the same amount of space.

- A proportional font, such as Arial or Times New Roman, allows each character to take up the least amount of width required. Therefore, an “I” would require less space than an “m”.

The type must be 10 - 12 points or larger. A ten point Times New Roman or a twelve point Courier or Arial should be used consistently throughout the document. The preliminary pages including the approval sheets, the text, tables, figure captions, page numbers, and appendices must all be in the same font. Parts of a figure may be in a different font. A smaller font size such as 10-point may be used in the tables if its use enables the positioning of a table onto one page. A larger font size that is not larger than 14-point may also be used to emphasize the chapter numbers or title on the title page.

Care should be taken to observe the following rules about widows and orphans. A “widow” is part of a line from the end of a paragraph that is carried to the next page. Adjust the text to eliminate these. An orphan is a line of text or a heading that is left at the bottom of a page without text to follow. Do not leave a heading at the end of a page unless there is room for the heading and at least two lines of text. If there is insufficient room, place the heading on the next page.

A laser printer should be used for printing. Letter quality printing must be produced.

ILLUSTRATIONS

When illustrations (photographs, maps, graphs, etc.) are used, they must be digital images or scanned and printed on high resolution printers.

Illustrative material must fall within the stated margins. If the material is oversized, it may be (a) photographically reduced, (b) enclosed in an envelope or pocket, or (c) prepared (folded) for binding. If reduced in size, the illustrative material must be easily readable. If folded, the material must be arranged on the page to allow the one and one-half inch margin on the binding edge. The illustration should be folded carefully so that there are as few folds as possible and so that the page can be easily unfolded after the thesis is bound. The folded outer edges of the illustration should be one-half inch smaller than the text pages at the top, bottom, and right-hand edges. The overall dimensions of the folded illustration will then be approximately eight-by-ten inches. Please note, however, that oversized pages complicate microfilming and should be avoided whenever possible.

The use of color in doctoral dissertations, especially in graphs, charts or maps, should be avoided because the gray shade of colors often cannot be distinguished in microfilm copies.

MARGINS

The margins for each page of the thesis – preliminary pages, text, references-must meet the following specifications, measured from the edge of the paper to the text:

Left (binding edge)	1.5 inch*
Right	1 inch
Top	1 inch
Bottom	1 inch

*Note: Extra space is needed for binding.

Margins are inviolable. Footnotes, the last lines of a paragraph or a table, or the page number must be accommodated without violating the minimum margin of one inch of white space at the bottom.

Holes or perforations are not permitted in any of the margins. Some reproduction or photocopying processes magnify or spread the material and may necessitate more careful attention to the margin spacings. Tabs should be used for a consistent offset at the beginning of each paragraph and should be of uniform spacing (usually five spaces).

PAGINATION

The pages preceding chapter 1 must be numbered consecutively in lowercase Roman numerals. Fly pages that begin each thesis are neither numbered nor counted. Starting with the title page and continuing throughout the thesis, each page must be accounted for and/or numbered. Although the title page is counted, a number is not placed on the title page itself. Numbers on all pages, including the first page of every chapter of the thesis, are placed one inch above the bottom edge of the sheet and centered. The table in the following section “Parts of a Thesis” contains a detailed listing of the parts of the thesis and indicates whether each is counted or numbered and if numbered, what type of page number it receives.

SPACING

The thesis is double-spaced throughout. Single-spacing is only permitted for quoted material to increase its impact within the text and for tables. Single-spacing may be used for table titles and headings, figure captions, references (but double-spacing is required *between* references), footnotes, and long quotations. References may also be single-spaced within the reference but double-spaced between references, if in accordance with the approved style manual.

Judicious triple- or quadruple-spacing can improve appearance and readability. Such spacing is appropriate after chapter titles, before major subheadings, before footnotes, and before and after tables in the text.

NUMBERING TABLES, FIGURES, AND APPENDICES

Each table and figure used within the thesis must be given a unique number and a title. Arabic numbers are used for both tables and figures. Tables and figures are numbered independently of each other. A list of tables and a list of figures are placed separately in the preliminary pages of the thesis after the table of contents. Appendices are labeled alphabetically. An alternative numbering system reflecting the location or chapter within the thesis may be used for figures or tables, for example, Table 2.1, Table 2.2, Table 2.3, etc. for tables occurring in Chapter 2. Appendix figures or tables would follow the same pattern, Figure A.1, A.2, A.3, etc.

PARTS OF THE THESIS

PARTS OF THE THESIS

Every thesis is composed of three parts:

- Preliminary Pages
- Text Pages
- Reference Material

The table that follows gives the order in which the various parts of the thesis should appear and indicates whether they are numbered and/or counted.

Order of Thesis

SEQUENCE	PAGINATION	Page Number Placement	Listed in Table of Contents
Preliminary Pages	Small Roman Numerals		
Fly Page	Uncounted	Unnumbered	No
Title Page	Count/Do Not Number	None	No
Thesis Acceptance Page	Count/Do Not Number	None	No
Abstract	Count/Do Not Number	None	No
Research Review Board and/or Copyright Notice	Count/Do Not Number	None	No
Dedication	Count/Number	Bottom/Center	No
Acknowledgments	Count/Number	Bottom/Center	No
Table of Contents	Count/Number	Bottom/Center	No
List of Tables	Count/Number	Bottom/Center	Yes
List of Figures	Count/Number	Bottom/Center	Yes
Key to Symbols or Abbreviations	Count/Number	Bottom/Center	Yes
Text Pages	Arabic Numbers Starting at 1		
Introduction	Count/Number	Bottom/Center	Yes
Body of Thesis	Count/Number	Bottom/Center	Yes
Summary or Conclusions	Count/Number	Bottom/Center	Yes
Recommendations	Count/Number	Bottom/Center	Yes
Reference Material			
Glossary	Count/Number	Bottom/Center	Yes
Endnotes	Count/Number	Bottom/Center	Yes
Cover Sheets for References or Bibliography	Count/Number	Bottom/Center	No
References or Bibliography	Count/Number	Bottom/Center	Yes
Cover Sheets for Appendices	Count/Number	Bottom/Center	No
Appendices	Count/Number	Bottom/Center	Yes
Curriculum Vitae (Optional)	Uncounted	Unnumbered	No

PRELIMINARY PAGES

Fly Page

The fly page is a blank page at the beginning of the thesis to protect the work. It is neither counted nor numbered.

Title Page

The wording and the format of the title page must be exactly as shown in Appendix B. The student's name should be spelled exactly as it will be on the diploma. The date on the title page must indicate the month and year that the student will actually receive the degree.

The title serves as a guide for others who wish to gain more information about what has been done in the research. Modern search and retrieval systems use the words in the title to locate the work. Consider using key words in the title so that general searches will locate your work. Therefore, it is doubly important to select a title that gives a meaningful and concise description of the contents of the thesis.

Summary:

- The Title page is counted and not numbered.
- Type the title in CAPITAL LETTERS, double space if longer than one line, centered at the top of the page.
- Return 8 lines and type "by".
- Double-space and type the student's name, centered, in CAPITAL LETTERS, in full as it will appear on the diploma.
- Return 8 lines, type "A THESIS," centered, in CAPITAL LETTERS.
- Return 8 lines and type:

Submitted to in partial fulfillment of the requirements
for the degree of <INSERT DEGREE TITLE>(e.g. Master of Science, Master of Education)
in <INSERT SPECIFIC AREA> (e.g. In Environmental Analysis and Management,
Counseling and Psychology. Do not list concentrations)
in the Graduate School of
Troy University

- Return 10 lines and type MONTH AND YEAR of **your date of graduation** in CAPITAL LETTERS. (Do not put the month of the defense or date approved.)

Thesis Acceptance Page and Signatures

After all of the corrections recommended by the thesis chair, thesis committee, and the Dean of the Graduate School have been made, the thesis acceptance page must be signed by the chair, members of the committee and the Dean of the Graduate School. Original signatures are required for all University copies and must be included in the thesis. A

minimum of two thesis copies must have original signatures of the thesis chair, committee members, and Dean of the Graduate School. See Appendix C.

Summary:

- The Thesis Acceptance Page is counted and not numbered.
- Type the title in CAPITAL LETTERS, double space if longer than one line, centered at the top of the page.
- Return 4 lines and type:
Submitted by <NAME OF STUDENT> in partial fulfillment of the requirements
for the degree of NAME OF DEGREE (e.g. Master of Science)
in DEGREE AREA
(e.g. Environmental Analysis and Management, Counseling and Psychology)
in the Graduate School of
Troy University
- Return 4 lines and type “Accepted on behalf of the Faculty of the Graduate School by the thesis committee:”, centered.
- Return 4 lines, draw a signature line and date line.
- Return 1 line, type the name of thesis chair.
- Return 1 line, type Chair.
- Return 2 lines, draw a signature line.
- Return 1 line and type the name and degree of committee member.
- Repeat the two previous lines so that all committee members’ names are included.
- Return 4 lines, draw a signature line and date line
- Return 1 line, type “Dianne L. Barron, Ed.D.”
- Return 1 line, type “Dean of the Graduate School.”
- Return 8 lines, type MONTH YEAR of expected graduation. Do not use the month of the defense.

Abstract

The abstract of a thesis should fit one page, be double spaced and not exceed 250 words. This word limit and the format have been specified so that the abstract will more easily conform to the requirements of thesis abstract databases. The title of the thesis is repeated above the abstract.

The abstract should contain a rationale or justification for the study. Generally, a brief account of the purpose, need, and significance of the investigation is given. The objectives are stated clearly but concisely. A brief account of the methodology is given particularly those parts of it that were unique. The results and principal conclusions are provided.

Summary:

- Do not number the abstract page but include it in the sequential count of the document
- Type “ABSTRACT” centered at the top of the page.

- Double-space and type the title in CAPITAL LETTERS, double-space if the title extends beyond one line.
- Double-space and type the author's name in full as it will appear on the diploma, centered.
- Double-space once and type the text of the abstract.
- Include a brief statement of the problem.
- Include a description of the methods, techniques, and data used.
- Include the major findings and conclusions of the study.
- The nature of the abstract will vary with the type of project reported and in some cases might take quite a different form.
- The abstract must not exceed one page.
- The abstract must not include any figures.
- The abstract must be double-spaced and meet paper and margin requirements.
- The abstract should not merely repeat the title, nor contain illustrations or tables, go into excessive detail, use abbreviations, or cite references. See Appendix D for the format of the abstract.

If footnote references are necessary, they should be listed at the end of the abstract, not at the bottom of the page.

Human or Animal Subject Form (Required)

The Human or Animal Subject form must be reviewed and signed by the chair of the Troy University Research Review Board and/or thesis chair as appropriate. **This form is not optional and the student is responsible for submitting his or her thesis topic to the Research Review Board for approval or accepted waiver by the chair of the thesis committee before research is begun.** Please access <http://spectrum.troy.edu/~research/> for more information. A copy of the Human or Animal Subject form is provided in Appendix E.

Copyrighting the Thesis (if applicable)

The accepted thesis is the property of the University. The original and the copy are deposited in the Troy Library for circulation. The University is to be given credit for material used in the publication of any portion of a thesis with direct quotation or as an adoption. Library copies of theses may not be sent to printers for publication. A thesis may be protected from unauthorized copying by merely inserting a copyright statement. See Appendix F for wording on the copyright page. The student may also register this copyright with the Copyright Office, Library of Congress, Washington, D.C. **All data collected as part of federal, state, or private research grants become the property of Troy University.**

Summary:

- Count, do not number.

- If the author intends to apply for a copyright, a copyright page must be inserted immediately following the Human or Animal Subjects form.
- The copyright is placed at the bottom of its own page in the following format:

Copyright by
 ROBERT JOHN SMITH (Full legal name)
 1998 (Year of publication)
 OR

In the event that students do not wish to copyright their thesis, they may, nonetheless, protect their work by adding an author's statement (see example below).

Example:

This thesis may not be reprinted without the expressed written permission of the author.

Dedication (Optional)

If a dedication is used, it should be centered on the page. The dedication should be brief and a heading of "DEDICATION" should be centered at the top of the page, as indicated below. See Appendix G for a sample dedication.

Summary:

- If used, it should be brief and centered at the top of the page.
- Pagination sequence begins at this page with small Roman numerals.
- Type "DEDICATION" centered one inch from the top of the page.
- Double-space twice. Begin typing the text. The text must be single-spaced.

Acknowledgements (Optional)

The heading ACKNOWLEDGMENTS is centered without punctuation one inch from the top of the page; the text begins four line spaces below. Only persons who provided professional help should be acknowledged. The acknowledgments should be concise and to the point (Appendix H).

Summary:

- Count and number
- Most theses include a brief statement of appreciation for, or recognition of, any special assistance.
- Type "ACKNOWLEDGMENTS" centered one inch from the top of the page.
- Double-space twice. Begin typing the text.
- The text must be double-spaced.

Table of Contents

The heading, TABLE OF CONTENTS is centered without punctuation one inch from the top of the page: the listing begins at the left margin four line spaces below the heading. The titles of parts, sections or chapters and their principal subdivisions are listed and must be worded exactly as they appear in the body of the thesis. If further subdivisions are listed for any section in the Table of Contents, they must be listed for all sections in the thesis. See Appendix I for sample of appropriate formats.

Summary:

- Count and number
- Type “TABLE OF CONTENTS” centered one inch from the top of the page.
- Double-space twice. Type the listings.
- The titles of the chapters or sections, and at least the primary and secondary subdivisions should be listed. They must be worded exactly as they appear in the body of the thesis.
- Single-space within each entry and double-space between.
- All material that follows the Table of Contents should be listed.
- No preceding material is listed.
- Tables and figures are listed separately.

List of Tables*

The heading, LIST OF TABLES, is centered without punctuation one inch from the top of the page. The table listings begin at the left margin four returns down from the heading. Tables must be numbered consecutively throughout the text or alternatively using a system which is a reflection of their location, for example, Tables 3.1, 3.2, 3.3, etc., for tables occurring in Chapter 3. Appendix tables should be numbered either alphabetically or using the sequence A.1, A.2, A.3, etc. If a table is so long that the caption must be placed on the facing page, the page number that the actual table appears on is the one listed in the List of Tables.

*Definition: The word “**Table**” designates tabulated numerical data used in the body of the thesis and in the appendices. Tables consist of an arrangement of facts, figures, and values in an orderly sequence usually in rows or columns.

Summary:

- Count and number
- Type “LIST OF TABLES” centered and one inch from the top of the page.
- Double-space twice and type the listings that begin at the left margin.
- The List of Tables uses the captions as they appear above the tables in the text.
- Double-space between each listing.

List of Figures*

The heading LIST OF FIGURES is centered without punctuation two inches from the top of this page: the listing begins at the left four returns down from the title. Figures must be numbered consecutively throughout the text or alternatively numbered using a system that is a reflection of their location, for example, Figure 3.1, 3.2, 3.3, etc., for figures occurring in Chapter 3. Appendix figures should be numbered either alphabetically or using the sequence A.1, A.2, A.3, etc. If a figure has a caption on the facing page, the page number that the actual figure appears on is the one listed in the List of Figures.

*Definition: The word “**Figure**” designates all other nonverbal material used in the body of the thesis and in the appendices such as charts, graphs, maps, photographs, plates, drawings, recording discs, diagrams, etc.

Summary:

- Count and number.
- Type “LIST OF FIGURES” centered at the top of the page.
- Double-space twice. Type the listings.
- The List of Figures uses the captions as they appear below the figures in the text.
- Double-space between each listing.

Summary for Tables and Figures:

Captions

- Captions are the descriptive titles of tables and figures and are generally one line of type.
- Every table must bear a number and caption.
- The captions as they appear with the tables and figures must be identical in every way with their listing in the preliminary pages.
- If the caption is too long to be placed below the figure, a facing page is inserted.

Preparation

- Tables and figures must be of professional quality.
- Diagrams, drawings, figures, etc. must be sufficiently clear, sharp, and sized to be easily readable and suitable for microfilming.
- Computer printout tables and figures must be fully legible.
- Printouts must be given numbers and captions identifying them as tables.
- Printouts must be reduced to standard 8.5”x11” size or placed on oversize, 11”x17” paper, and inserted as a fold-out (See Oversize Instructions below).
- Photographic reduction may be necessary. Not more than 3-5% reduction is suggested to prevent indistinct print quality.

- All tables and figures, including the caption, must meet margin, font and format requirements.
- Photographs should be electronically inserted into the document.
- In copies and on microfilm, all colors appear as shades of gray, at best, and some colors disappear. Cross-hatching may be necessary to symbolize color distinctions.
- If photographs are used, black and white prints should be made from the original negative for all copies of the thesis.

Oversized Tables and Figures

- If charts, graphs, maps, diagrams, etc. are unable to be presented on 8.5"x11" paper, they may be placed on 11"x17".
- Paper quality must meet paper and margin requirements.

Instructions

- Set the margins to accommodate cutting the 11"x17" paper.
- Cut .75" off from the 17" length, making the final page size 11"x16.25".
- Fold to within 0.5" from the left margin of the paper or 2" from the binding edge.

Placement

- Tables and figures are inserted as near as possible to the text they illustrate or may be placed in the appendices.
- Tables and figures of one-half page or less in length may appear on the same page with text. If larger than half-page, they must be placed on their own page.
- Two or more small tables or figures may be placed together on a single page.
- Wide tables or figures may be placed broadside. The table should be placed so that the top of the table is nearest the 1.5" binding side. The placement of the table or figure, vertical or horizontal, does not alter the position of the page numbering requirements set forth in this guidebook.
- The number of the table and its caption are placed above the top line of the table.
- The number of the figure and its caption are placed below the last line or bottom edge of the figure.

Numbering

- If any table continues on subsequent pages, the caption is not repeated (the top line should read for example, Table 16 (cont'd)).
- The page on which the table/figure appears is numbered consecutively with the main text.
- This page number is used in the List of Tables or List of Figures.

Citations of Tables and Figures

- When making reference to a table/figure in the body of the text, the full word and number should be used, thus:

Figure 53

Table 26

Facing Pages

- Count and number.
- A facing page contains the caption for a table/figure that is too long to be placed on the same page as the table/figure.
- The caption is centered, top to bottom, on the page.
- Margins for this page are:

Left: 1”

Right: 1.5”*

***Note:** Extra space is needed for binding.

- The number of the table/figure must appear both with the caption and the table/figure.

List of Plates

List of plates is formatted in the same way as is the List of Figures and is used only if there are Plates with the thesis. The listing begins four spaces below the heading.

LIST OF SYMBOLS, ABBREVIATIONS AND/OR SPECIALIZED NOMENCLATURE

If necessary to the presentation of the thesis, these lists appear after the Lists of Tables and Figures in the preliminaries using a form or style acceptable to the field of study. The listing begins four spaces below the heading.

Summary:

- Count and number.
- Any form acceptable to the department, college, or style manual may be used.

FOREIGN LANGUAGE

Theses that involve the extensive use of words (e.g., common phrases, place names, personal names) derived from a foreign language not based on the Latin alphabet (e.g., Chinese, Japanese, Sanskrit, Farsi) should contain a note on transliteration (see example below). It is incumbent upon the author to maintain the consistency of spelling styles throughout the body of the thesis.

Example:

A Note on Transliteration

Except for a few names with well-established English spellings (Nanking, Canton, Tientsin), the Chinese names in this thesis are spelled according to the official, pinyin transcription system. While an effort was made to preserve the original punctuation and spelling in all eighteenth- and nineteenth-century English sources that are utilized in this research are idiosyncrasies in the spelling of Chinese personal and place names would only confuse the reader. To prevent misunderstanding, these Chinese names have been put into pinyin.

TEXT PAGES

Introduction

The introduction is the first chapter of the thesis. The word INTRODUCTION is the title of the first chapter (or major division) and its placement is consistent with that of the other chapter titles.

Summary:

- Count and number with Arabic numerals starting with page 1, centered 0.5” from the bottom of the page (The page number itself should be .05 inches from the bottom of the page.)
- The Introduction should contain a brief statement of the problem under investigation. It should outline the scope, aim, and general character of the research.
- The Introduction may be the opening statements of the first major division.
- Type “INTRODUCTION” centered at the top of the page.
- Double-space twice. Begin typing the text.

Body of the Thesis

Each thesis or dissertation must be divided in some manner of logical organization. The customary major divisions are chapters, but it is permissible to divide a thesis or dissertation into sections. Each chapter (or section) must be numbered consecutively using Arabic numerals.

Each new chapter (or section) must begin on a new page. The chapter number and title (or section number and title) must be in all capital letters. A chapter or section title that requires more than one line is to be double-spaced and centered.

Any logical means of subdivision within the chapter or section is permissible, but the scheme used must be consistent throughout a chapter (or a section). Some chapters may not require subdivisions, while others may require one or more levels for clear organization.

Headings

SECTION HEADINGS

Section headings are in all capital letters and centered. These are generally organized into sections with each section covering a portion of the thesis topic. Examples may be the headings of the primary pages (e.g., ABSTRACT, ACKNOWLEDGEMENTS, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES) or, as in the body of the thesis, the INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS, RECOMMENDATIONS AND REFERENCES. If the section heading is more than one line, the lines can be of different length and double-spaced.

SECOND-ORDER HEADINGS

Second-order headings are typed in capital letters, flush with the left margin, and on a separate line. The text begins two spaces below second-order headings.

THIRD-ORDER HEADINGS Third-order headings are typed in capital letters, underlined, indented, and in line with the text.

Fourth-Order Headings Fourth-order headings are typed in capital and lower-case letters, underlined, indented, and in line with the text.

The subdivisions within a chapter (or a section) do not begin on a new page unless the preceding page is filled. If there is no (or insufficient) room for the complete heading and at least two lines of type at the bottom of a page, the new subdivision should begin on the next page. It is never correct to carry over the last few words of a paragraph. It is preferable to add an extra line, rather than continue a portion of a line. (See Appendix M.)

Summary:

- Count and number all pages.
- This is the substance of the thesis including all the divisions and subdivisions as indicated by headings identical to those listed in the Table of Contents.

Footnotes and Endnotes

Consult the **department's specified style manual** for guidance on the use of footnotes and endnotes.

Photographs

Several options are available for handling and including photographs in the thesis. Photocopies of the original photograph must be electronically inserted into the text.

A scanner can be used to reproduce photographs. The original image is scanned at a sufficiently high resolution to retain detail and can be incorporated into the thesis document and then photocopied.

Summary and Conclusions

- Count and number all pages.
- These are usually treated as the last major division of the text.
- If appropriate, a final division entitled “RECOMMENDATIONS” may follow.

REFERENCE MATERIAL

References

Any thesis that makes use of other works, either in direct quotation or by reference of an idea must contain “References” listing these sources. The reference list at the end of the thesis provides the information necessary to identify and retrieve each source.

Bibliography

If pertinent works have been consulted, but not specifically cited in the text, they should be separately listed in the bibliography.

Summary:

- Count and number.
- The Bibliography must meet paper and margin requirements.

Cover Sheet

- Type “BIBLIOGRAPHY”, centered, top to bottom, on the page.

Bibliography Entries

- Type the heading “BIBLIOGRAPHY” centered at the top of the page.
- Double-space twice. Type the list of sources.
- The list of sources is single-spaced within, and double-spaced between entries.
- Standards for the presentation of bibliographies are set forth in the style manuals, or will be prescribed by the student’s major professor.
- In a Bibliographic Essay, the material is presented in paragraph form, double-spaced.
- You may use “Literature Cited” or “References” instead of “Bibliography” if that is the convention in your discipline

APPENDICES

Some students will not need to include this section. It is usually added to contain supplementary illustrative materials, original data, and quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text.

Summary:

- Count and number all pages consecutively.

- Appendices must meet paper and margin requirements.
- Type “APPENDIX” (or “APPENDICES”), centered, typed top of the page with the list of appendices following below, double-spaced.
- The appendices may be divided into APPENDIX A, APPENDIX B, etc., depending on the type and amount of material used.
- Each appendix may have its own cover sheet.
- Type APPENDIX A (etc.) at the top right corner of the page.
- Double-space twice. Type the title of the material.
- Each appendix and its title should be listed separately in the Table of Contents.
- Tables and figures in the appendices must be numbered, captioned, and listed in the List of Tables or List of Figures.

CURRICULUM VITAE

Provide full name of student, permanent, address, educational degrees, teaching or work experience, and publications. See Appendix O.

USE OF COPYRIGHTED MATERIAL

The student is required to obtain permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. The student is responsible for any fees associated with copyrighting the thesis. Permission for the use of all such materials must be obtained before the thesis is submitted for final approval.

USE OF REPRINTS IN THESES

- Reprints may be used in the body of a thesis if the student is either the primary author or has been primarily responsible for the publication. The student must have primary responsibility for the research as well as the preparation and editing of the manuscript.
- Reprints must be sufficiently clear and of a size that, when bound, lend themselves to microfilming. Two-sided reprints are not acceptable.
- Such reprints, if used, must constitute only a subsidiary part of the thesis. Their approval as part of the thesis must be secured by an explicit vote of the student’s thesis committee.
- Some discussion and/or other documentation in addition to the reprint(s) must be included within the body of the thesis.
- The thesis must contain a suitable preliminary format, which includes the title pages, table of contents, and other appropriate preliminary elements. It must also include an

introduction and statement of the current status of the area of inquiry, statement of the problem, the methodology (if not in the reprint itself), coherent summation for the thesis and a final reference list or bibliography .

- As noted above, the student has the responsibility to secure permission to use copyrighted material in the thesis.

DEGREE COMPLETION AND THESIS APPROVAL

DEGREE COMPLETION AND THESIS APPROVAL

ONE SEMESTER PRIOR TO INTENDED GRADUATION:

1. Obtain, complete, and file the Intent to Graduate packet in the Registrar's office one semester prior to intended graduation. (Obtain forms from the Office of the Registrar, Student Services Representative in the eCampus, or local University College site office)
2. Pay graduation fee (contact local campus office for current fee)

THE SEMESTER OF INTENDED GRADUATION:

1. Students must be registered for a minimum of 1 semester hour (sh) during the semester, term, or summer session in which the degree will be awarded (6sh of thesis research must be completed at the time of graduation)
2. Be unconditionally admitted to the graduate program
3. Complete all coursework (Only grades of "B" or better will be accepted for Research Methods courses. All grades of "D" or "F" must be retaken. Consult the *Graduate Bulletin* for specific degree program requirements.)
4. Have required GPA
5. Have thesis accepted
6. Students are advised to check with their respective departments for further details.

ONCE THE THESIS IS ACCEPTED BY THE DEPARTMENT:

1. After all corrections have been made to the thesis, approval signatures should be obtained. A flawless copy must be submitted to the Dean of the Graduate School for final approval at least **two weeks prior** to the end of the semester or term of anticipated graduation.
2. Determine if additional copies are required within the college or department.
3. Complete a Troy University Thesis Binding form (Appendix N) and submit a minimum of 2 flawless signed copies that are ready for binding to the Troy University Library. (If you are located at a University College site, you will need to check with the Regional Director for local Troy University Branch Library copy requirements. Students should also check with their thesis chair to determine departmental copy requirements.)
4. Make payment to the Troy University Library for binding costs at least one week prior to the end of the semester or term of graduation of all required copies.

5. **Prior to the end of the semester or term in which the student plans to graduate: Submit a copy of the paid binding receipt and a copy of the signed title page of the thesis to the Office of the Registrar on your campus.**
6. Verify deadline dates for the semester or term as listed below:

Registrar's Office

Academic Calendar

<http://www.troy.edu/academiccalendar.htm>

Some procedures and deadline dates may vary slightly in the colleges or departments. Consult the department for thesis registration requirements.

HOW TO AVOID DELAYS AND MEET DEADLINES

Thesis Guidelines

Make sure you have access to a copy of the current *Troy University Graduate Thesis Guidelines*. <http://www.troy.edu/graduateschool/documents/thesisguidelines.pdf>

SUBMISSION OF THE FINAL DRAFT AND THE DEFENSE

Submitting the Thesis to the Thesis Committee

The final draft of the thesis must be reviewed and approved by each member of the Thesis Committee at least two weeks prior to the anticipated date for the thesis defense. If the thesis is found to be acceptable by all members of the Thesis Committee, the Thesis Chair will submit a memorandum informing the Dean of the Graduate School of the thesis defense.

Requesting a Thesis Defense

The format of the thesis defense is determined by the Thesis Chair, consistent with department policy. Once the final draft of the thesis has been approved by the Thesis Chair and Committee, the student's Thesis Chair, in conjunction with the student, must request permission to schedule the thesis defense. The defense must occur at least four weeks before the date of graduation/commencement. The student is responsible for checking the calendar for relevant deadlines for commencement for the semester in which he/she wishes to graduate. (<http://www.troy.edu/academiccalendar.htm>)

After the student's thesis defense, the members of the Advisory Committee shall sign a cover sheet indicating their approval or disapproval of the student's performance at the defense (Appendix C).

Final Oral Defense

The scheduling of the final oral defense is scheduled by the chair of the thesis committee. The student will submit a completed Oral Defense Scheduling Form to the chair of the thesis committee for forwarding to the Graduate School.

Deposit of Final Two Copies

After the student has passed the thesis defense, a minimum of two signed copies of the thesis must be submitted to the Dean of the Graduate School for signature. Each copy is to be submitted in a "9 x 12" heavy manila envelope with a copy of the title page pasted on the top. All corrections required by the Graduate School as a result of the first deposit and by the committee as a result of the defense are to have been made.

The Graduate School staff rechecks the thesis upon final deposit, but it is the student's responsibility to make the necessary corrections. The student should consult his or her Thesis Chair and department to determine the number of final copies that may be required in addition to those required by the Graduate School. Two copies are required by Troy University.

Signature and Acceptance of the Dean of the Graduate School

At Least Two Weeks Prior to Graduation

Bring a minimum of two flawless copies with Thesis Chair and Committee member signatures affixed to the "Thesis Acceptance Page" to the Office of the Dean of Graduate Studies for signature. (Check with the department for additional copy requirements.)

The Dean of the Graduate School reviews many graduate theses each semester. The Graduate School staff reviews each thesis for quality of print and correct formatting. The staff also hand counts each page to be sure that no pages are improperly numbered or missing. A single thesis can take anywhere from one to two days to process, depending on its length and number of errors encountered. The thesis is then returned to the student for corrections. Allow a minimum of two days for review and signature by the Dean of the Graduate School.

Distributing Copies of the Thesis

At Least One Week Prior to the End of the Semester or Term of Graduation

Assuming the student has met all of the degree requirements, including paying his/her fees for thesis binding at least one week prior to graduation, the Troy University Library will have copies of the thesis bound. It is the student's responsibility to distribute all additional copies to the appropriate persons or locations.

Troy University Thesis Binding

At Least One Week Prior to the End of the Semester or Term of Graduation

Bring a completed Troy University Thesis Binding form, and a check or money order made to Troy University along with a minimum of two signed final copies of the thesis. (Check with the thesis chair, department chair or regional director for additional copy requirements.) See Appendix N.

Troy University Registrar

At Least One Week Prior to Graduation

- Student is responsible for delivering a copy of the paid binding fee receipt provided by the Troy University Library and a copy of the Thesis Acceptance Page with signatures to the Troy University Registrar one week prior to graduation. **THIS IS A VERY CRITICAL STEP. IF IT IS NOT ACCOMPLISHED ON TIME, THE STUDENT MAY NOT GRADUATE OR PARTICIPATE IN THE GRADUATION CEREMONY.**

Responsibilities of the Student

Semester of Intended Graduation

- **Students must be enrolled for the semester in which they defend their thesis.** A semester is defined as the period from the first day of class up to, but not including, the first day of class of the following semester. The student should be enrolled in 3 semester hours of Thesis Research.

Human or Animal Subjects Form

The Human or Animal Subjects form must be completed and signed by the Troy University Research Review Board chair and included in every thesis. ALL students must include a completed Human or Animal Subjects form in every thesis, even if human or animal subjects were not used. See Appendix E.

- **Student is responsible for getting a copy of the paid binding receipt provided by the Troy University Library and a copy of the Thesis Acceptance Page with signatures to the Troy University Registrar. THIS IS A VERY CRITICAL STEP. IF IT IS NOT ACCOMPLISHED, THE STUDENT MAY NOT GRADUATE.**

RESPONSIBILITIES OF THE THESIS CHAIR OR THE DEPARTMENT CHAIR

- Thesis research grades for each candidate APPROVED for a graduate degree are transmitted to the office of the Registrar for the semester in which the degree is to be awarded. A grade of “P” for pass will be posted to the student’s transcript.
- Thesis research grades for each candidate DISAPPROVED for a graduate degree are transmitted to the Office of the Registrar for the semester. A grade of “F” for fail will be posted to the student’s transcript.

Appendices

- A. Check List and Calendar
- B. Sample Title Page
- C. Sample Thesis Acceptance Page and Signatures
- D. Sample Abstract
- E. Sample Human or Animal Subjects Form
- F. Sample Copyright Statement
- G. Sample Dedication
- H. Sample Acknowledgements
- I. Sample of Traditional Table of Contents
- J. Sample of Scientific Table of Contents
- K. Sample List of Tables
- L. Sample of Figures
- M. Sample List of Headings
- N. Troy University Thesis Binding Form
- O. Sample Vitae

CHECK LIST and CALENDAR

Student's Name: _____

Fill in the appropriate dates to complete your thesis on time.

One Semester Prior to Semester of Intended Graduation

_____ File an Intent to Graduate Package (see p.25)

_____ Approval of Research Proposal by Thesis Chair and/or Advisory Committee.*

Semester of Intended Graduation

_____ Human or Animal Subjects Form approved by Thesis Chair and/or Research Review Board prior to starting research.

_____ Submit a nearly final draft to the Thesis Chair and Committee members at least six weeks prior to graduation.

Five Weeks Prior to Graduation

_____ Submit reading copy to committee

_____ Schedule thesis defense with chair.

Four Weeks Prior to Graduation

_____ Defend thesis as directed by the chair at least 4 weeks prior to day of graduation/commencement (Dec. May, Aug.)

_____ Make final recommended corrections to thesis.

Three Weeks Prior to Graduation

_____ Submit final copy to the Thesis Chair for approval and signature.

_____ All committee members accept and sign Thesis Acceptance Page.

Two Weeks Prior to Graduation

_____ Deliver a flawless copy of the thesis to the Graduate School at least 2 weeks prior to graduation/commencement.

*Note: Consult with specific department to determine deadline requirements for the Research Proposal. Requirements vary.

[Note: The last date a signed fully-approved thesis may be submitted to the Dean of the Graduate School is two (2) full weeks prior to the date of graduation.] THIS DEADLINE IS NOT NEGOTIABLE.

_____ Graduate School reviews and Dean of the Graduate School signs Thesis Acceptance page.

REQUIRED THESIS CHECK BY THE GRADUATE SCHOOL

When a thesis is submitted to the Graduate School, 219 Adams Administration Building, Troy, Alabama, a staff member will use a check sheet similar to the one below to verify proper formatting. If corrections need to be made, they will be noted on the form and returned to the student. It is strongly recommended that the student bring a preliminary copy of his/her thesis to the Graduate School for review prior to printing on the expensive cotton rag paper.

Contents of Thesis that will be checked:

Checker's Initials _____	Date _____
_____ 25% / #20 Rag Paper with watermark	
_____ Title Page	
_____ Abstract	
_____ Copyright (Optional)	
_____ 1.5" Left Margin	
_____ 1.0" Right, Top, Bottom Margins	
_____ Quality of Copy	
_____ Sequence of Page Numbering	
_____ Darkness of Print	

At Least One Week Prior to Graduation

_____ Student prepares appropriate number of thesis copies for binding.

_____ Student delivers all thesis copies to the Troy University Library along with a completed Troy University Binding form.

_____ Student pays binding fees to "Troy University" (Checks or money orders only).

_____ Student must deliver a copy of the paid binding fee receipt and a copy of the thesis signature page to the Troy University Registrar one week prior to the date of graduation. **IF STUDENT DOES NOT MEET THIS DATE, THE STUDENT WILL NOT GRADUATE AND MAY NOT PARTICIPATE IN THE GRADUATION CEREMONY.**

DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX
(ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA RIVERS
WATERSHED IN SOUTHEAST ALABAMA

by

HOLLY H. BENNETT

A THESIS

Submitted in partial fulfillment of the requirements
for the degree of Master Of Science
in Environmental Analysis and Management
in the Graduate School of
Troy University

TROY, ALABAMA

MAY 2020

Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy University, Troy, Alabama, May 2020.

DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX
(ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED IN
SOUTHEAST ALABAMA

Submitted by Holly H. Bennett in partial fulfillment of the requirements
for the degree of Master of Science
in Environmental Analysis and Management
in the Graduate School of
Troy University

Accepted on behalf of the Faculty of the Graduate School by the thesis committee:

Allen C. Stone, Ph.D.
Chair

Date

Lynn S. Stevens, Ph.D.

Stewart B. Mitchell, Ed.D.

E. Cliff Webber, D.P.A.

Dianne L. Barron, Ed.D.
Dean, Graduate School

Date

MAY 2020

Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy University, Troy, Alabama, May 2020.

ABSTRACT

DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX
(ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED IN
SOUTHEAST ALABAMA

Holly H. Bennett

Activities such as agriculture, silviculture, and mining contribute nonpoint pollution to Alabama's streams through polluted runoff and habitat alteration. The Choctawhatchee-Pea watershed in southeast Alabama lies entirely in the coastal plains ecoregion. The highly erodible soils characteristic of this region, combined with row crop agriculture and clearcutting have degraded habitat and contributed large amounts of sediment to streams. Biological monitoring may be the most appropriate means of detecting pollution effects on aquatic communities, and development of biological criteria is important for the establishment of enforceable laws regarding nonpoint source pollution. Macroinvertebrates were collected from 49 randomly selected sites from first through sixth-order streams in the Choctawhatchee-Pea watershed. Samples were transported to the laboratory for processing and identification to genus level. Thirty-eight candidate metrics were examined, and the index was calibrated by eliminating metrics that failed to separate impaired from unimpaired streams. Each site was scored with those metrics, and narrative scores were assigned based on ICI scores. Least impacted sites scored significantly lower than sites impacted by row-crop agriculture, cattle, and urban land uses. Conditions in the Choctawhatchee-Pea watershed suggest that the entire area has experienced degradation through past and present land-use practices.

Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy University, Troy, Alabama, May 2020.

Human or Animal Subjects Review for

Name of Student

Title of Research Project

This research project has been reviewed by the Research Review Board and approved as follows (the appropriate block must be checked by either the Thesis chair or the Chair of the Research Review Board):

Neither humans nor animals will be used and this research is certified exempt from Research Review Board review by the thesis committee chair.

Human participants will be used and this research is certified exempt from Research Review Board review by the thesis committee chair.

Human participants will be used and this research was reviewed and is approved by the Research Review Board.

Animal participants will be used and this research was reviewed and is approved by the Animal Research Review Board.

Signature of Thesis Committee Chair

Date

Approved or Rejected

Signature of Chair of Research Review Board

Date

Approved or Rejected

Copyright by*
ROBERT JOHN SMITH (Full legal name)
2020 (Year of publication)
OR

In the event that the student does not wish to copyright his or her thesis, they may, nonetheless, protect their work by adding an author's statement (see example below).

Author's Statement

This thesis may not be re-printed without the expressed written permission of the author.

* Please refer to "Copyrighting the Thesis" on page 11 to determine property ownership.

DEDICATION

This thesis is dedicated to my husband John Stevenson and my parents John and Anne Williamson for their support and encouragement throughout my graduate study.

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Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy University, Troy, Alabama, May 2020.

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Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy University, Troy, Alabama, May 2020.

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