



THESIS & NON-THESIS PROJECT REPORT GENERAL REGULATIONS

This brochure sets forth general policy and regulations on the preparation of a thesis or non-thesis project report to meet partial requirements for a master's degree. Except as noted herein, specific departments may have other requirements or regulations on format and style. No departmental regulation may take precedence over these general regulations. Regardless of which style manual is being followed, consistent style is essential.

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Table with 2 columns: Content and Page. Includes sections like THE APPROVAL PROCESS, PROCEDURES, MANUSCRIPT PREPARATION, TITLE PAGE, APPROVAL PAGE, ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES/FIGURES, AND BRIEF, and APPENDIXES.

THE APPROVAL PROCESS

Before beginning a major effort on the thesis or non-thesis project report, students, with the endorsement of their graduate committee, must submit the original and three (3) copies for a total of four (4) copies of the Graduate Committee and Option Approval Form (Form B) available in the Office of Graduate Studies and Research or on the Graduate Studies website, <http://www.cwu.edu/~masters>. The final title of the completed thesis or non-thesis project report must agree with the Graduate Committee and Option Approval Form. If the student and committee modify the title, the student must submit a revised form.

Federal law requires that the appropriate campus Institutional Review Board (IRB) must approve many types of research using human subjects or animals **before** any research is begun. Students who are using a questionnaire, or who are conducting any research involving human subjects, must receive clearance through the Human Subjects Review Committee. Guidelines and forms may be obtained from the Human Subjects Review Program website at <http://www.cwu.edu/~hsrc>. Students using animals for experimental and/or fieldwork can obtain the forms for filing a research protocol from the Graduate Studies website at <http://www.cwu.edu/~masters>. Failure to comply with this requirement will result in the student not being able to advance to candidacy and may delay the awarding of the degree.

PROCEDURES

A. Quality and Style

The writer of a thesis or non-thesis project report must maintain a clear, consistent writing style throughout the document. The Dean of Graduate Studies is responsible for final approval of each thesis. Any inconsistencies and errors in grammar, style or format may result in the thesis not being approved.

The academic quality and correct formatting of the written presentation are the responsibility of the student **and** his/her committee. The final draft should be submitted to each member of the student's graduate committee at least two weeks prior to the final examination. There must be sufficient lead time to allow for critique, correction and approval. There should also be a clear indication of the format and reference style to be followed in the final copy. In signing the final document, each committee member is certifying that the thesis or non-thesis project report is of acceptable quality both academically and stylistically.

B. Style Manuals

Students should use one of the style manuals listed below unless a single alternative style manual has been selected by their department. If the department prefers another manual, the department must provide the Office of Graduate Studies with a detailed hardcopy of that style manual. Students should contact the departmental chairperson or graduate program director in their department for advice on the appropriate style manual. Style manuals are models of usage for general setup of tables, textual figures, reference and bibliographic systems, use of symbols, numbers and abbreviations. Otherwise, refer to these thesis guidelines. The Office of Graduate Studies checks all manuscripts for correct and consistent usage of the chosen style.

Style manuals currently approved for use are as follows:

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers. 15th Edition, 2003.

Council of Biology Editors, *Scientific Style and Format: The CBE Style Manual for Authors, Editors, and Publishers*, 6th Edition, 1994.

Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 6th Edition, 2003.

Publication Manual of the American Psychological Association, 5th Edition, 2001.

Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th Edition, 1996.

If the department selects a journal style sheet, rather than a style manual, students must also submit a recent article on the student's topic from that journal, as style sheets often do not address many formatting questions. Be aware that the thesis uses manuscript, not camera-ready, formatting. Contact the Graduate Office if there are questions as to what elements of the journal style apply to the thesis.

MANUSCRIPT PREPARATION

A. Format and Style

1. Word Processing and Printing

Texts generated by word processors or computer word processing must meet the following standards. The "justify" key should be turned off so that spacing is consistent. A laser printer or high quality inkjet should be used to produce a quality print, 10 or 12 point, which will reproduce well. Inkjet printers should not be used if the ink bleeds on the cotton paper. Dot matrix printers are not acceptable because they do not produce a quality text. If the student is not sure that the quality of print meets graduate school standards, he/she may bring a sample page to the Office of Graduate Studies and Research for inspection.

2. Uniformity of Type

All computer output, including graphs and tables, must meet reproduction standards and be of uniform type. Type styles that attempt to imitate cursive writing are not acceptable. The use of different typefaces, such as bolding and italics, is strictly limited. If italics are used, no underlining should appear anywhere. The text must be double-spaced. However, long quotations and footnotes may be single spaced if directed by the style manual that the student is following.

The writer should refer to the style manual approved by his or her department for appropriate spacing of titles, captions, etc. Any markings, including lines, symbols, diacritical marks, or lettering, which cannot be made in type must be inserted in black waterproof India ink. All pencil lines must be erased completely.

3. Paper

The stock for all copies of the thesis or non-thesis project report must be 100% cotton content and at least 16-weight. The same brand and weight of paper must be used throughout. Inexpensive photocopy paper is unacceptable for any bound copy of the thesis or non-thesis project report. Erasable paper or graph paper is not acceptable.

4. Margins and Pagination

The left-hand margin of all material appearing in the thesis or non-thesis project report, including the appendixes, must be no less than 1 1/2 inches. The top, bottom and right-hand margins must be no less than 1 inch. These margins must be rigidly adhered to and page numbers must not infringe upon the margins. For pages with the page numbers centered at the bottom, the bottom of the number must be no less than 1 inch from the bottom of the page. For pages with the page numbers in the upper right-hand corner, the top of the number must be no less than 1 inch from the top of the page and the right side of the number must be no less than 1 inch from the right side of the page.

Pagination must be consecutive throughout the text and appendixes with the preliminary pages numbered separately. For the preliminary pages, use lower case Roman numerals (ii, iii, iv, etc.). The numbering of these pages begins with ii. The title page is page i, but the number does not appear. Preliminary page numbers should be centered at the bottom of the page.

The initial page of major subdivisions in the main body of the text--such as the first page of a chapter, the first page of the references, and the first page of the appendixes--must have Arabic page numerals centered at the bottom of the page. The remaining pages of each major subdivision have Arabic numerals in the upper right-hand corner one inch from the top of the page and aligned with the right margin. Page numbers must not infringe upon the margins.

5. Headings/Subheadings

The following is the recommended format for heading and subheadings:

<p>CHAPTER I</p> <p>INTRODUCTION</p> <p>Above are the chapter designation and the chapter title. Each of the major divisions of the thesis or non-thesis project report, usually designed as chapters, begins a new page. Chapter I, II, III, IV, etc. should be centered (ALL CAPS). Position the chapter title a double space below the chapter designation, centered and in full caps. If two or more lines are in the chapter title, double space in an inverted pyramid format.</p> <p style="text-align: center;">First-Order Subheading</p> <p>A first-order subheading is centered with the first letter of all major words capitalized. Consult your style guide for specific capitalization requirements for prepositions, articles, and conjunctions that do not begin the subheading. Both the chapter title and the first-order subheading must appear in the Table of Contents with their corresponding page numbers.</p> <p style="text-align: center;"><i>Second-Order Subheading</i></p> <p>These would be centered and italicized or underlined (depending on the requirement of your style guide). The first letter of all major words is capitalized. Consult your style guide for specific capitalization requirements for prepositions, articles, and conjunctions that do not begin the subheading. Generally, this level of subheading would not be listed in the Table of Contents. If it is imperative to include some second-order subheadings in the Table of Contents, then all of them must be included. Do not italicize or underline the titles in the Table of Contents, rather indent the heading to set it off from the first-order subheading.</p> <p><i>Third-Order Subheading</i></p> <p>These would be flush left and italicized or underlined (depending on the requirement of your style guide). The first letter of all major words is capitalized. Consult your style guide for specific capitalization requirements for prepositions, articles, and conjunctions that do not begin the subheading. Generally, this level of subheading would not be listed in the Table of Contents. If it is imperative to include some third-order subheadings in the Table of Contents, then all of them must be included. Do not italicize or underline the titles in the Table of Contents, rather indent the heading to set it off from the second-order subheading.</p>
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6. Tables and Figures

"Tables" and "Figures" designate the two broad categories of illustrative material found in theses and non-thesis project reports. They must be referred to or introduced in the text. For appropriate definitions, the department style manual should be consulted. Tables and figures are inserted as soon as possible following their first mention in the text, but no later than the page immediately following the mention.

All tables are numbered and titled in one sequential series throughout the thesis or non-thesis project report. All figures are numbered and titled in a separate sequential series. Appendix tables and figures are numbered separately. If a page contains only a graph, table or figure, the page is also numbered as part of the text.

Every table and figure must bear a caption which consists of its number (consult specific style manual for proper usage of Arabic or Roman numerals) preceded by the word "Table" or "Figure" and followed by a descriptive title. Captions must be of the same style for all tables or figures in a group.

The location of the title must be the same for all tables or figures, either a uniform distance from the top as read, or a uniform distance from the bottom as read. By convention, tables are captioned at the top and figures at the bottom.

The layout and spacing of the captions and the capitalization and punctuation must be consistent for all tables or figures in the series. Tables, figures and their captions must be prepared in a way that preserves the margins as specified previously.

Colored figures and graphs are acceptable if every copy of the thesis or non-thesis project is provided with full color illustrations.

When numerical data is presented in a table, the entries are aligned on the decimal point.

7. References

References cited in the text must appear in the reference list; conversely, each entry in the reference list must be cited in the text. Although APA makes an exception regarding personal communication, allowing them to be cited in the text without listing them in the reference list, our recommendation is to include all textual sources, including personal communications, in the reference list. Do not include works that you have not read or have not cited in the text. Regardless of the style selected, direct quotes cited in the text must include page citations.

8. The Final Document

When the thesis is submitted to the Office of Graduate Studies and Research, it should be in its final form, **free from errors** and ready for binding. At this point a final review of the thesis will be done. If the format, grammar and text are acceptable, the Associate Vice President will sign the thesis and send it to the bindery. If the work is unacceptable, it will not be signed and will be sent back to the student for rewriting and reformatting.

Check these points in the final thesis copy.

- A style manual should be selected and followed consistently. However, regulations in this brochure take precedence.
- The degree title on the title page includes the area of specialization.
- Periods and commas should always be placed **inside** quotation marks.
- Dashes are typed as two hyphens with no spaces before or after or use alternate character dash key.
- When ellipsis points are used to indicate omitted material within a quotation, they are typed with three **spaced** periods (a space before and after each period). When four points are used to indicate omission between two sentences, the first point is typed as a period, without a preceding space, followed by three spaced periods.
- Make sure to follow the style manual for correct use of hyphens.
- Paragraph indentation should be consistent (1/2 inch according to most style manuals).
- Headings should not appear at the bottom of a page with no textual material following. At least two lines of text should follow a heading at the bottom of a page.
- Capitalization, spelling, hyphenation and abbreviations should be consistent throughout.
- Handwritten material should not be included in the thesis.

9. Organization

The following sequence must be followed when submitting the thesis to the Office of Graduate Studies and Research for final approval and binding.

Blank Page
 Title Page
 Approval Page
 Abstract
 Acknowledgments (optional)
 Table of Contents
 List of Tables (required if more than two tables)
 List of Figures (required if more than two figures)
 Main Body of Thesis
 References
 Appendixes (optional)
 Blank Page

B. Copying and Binding

Before submitting your thesis to the Office of Graduate Studies and Research, make an appointment with Dr. Lila Harper at (509-963-1793) for a preliminary examination.

Submit one copy of your thesis on plain paper (binder clipped) by the degree deadline date for the quarter the degree is to be granted. If the thesis is not submitted by the last day of the same quarter as the final examination, then the student is required to be registered for at least two credits the quarter the degree is conferred. Failure to submit the thesis by the end of the quarter following the examination will result in requiring the exam to be retaken. The plain-paper copy of your thesis will be evaluated for errors and you will be contacted when this process is complete. Once corrections have been satisfactorily completed, submit the final original and two copies of the thesis on 100%

cotton paper for binding to the Office of Graduate Studies and Research. Non-thesis project reports should be submitted to your academic department.

The original and one copy of the thesis will be deposited in the Library after binding. One bound copy will be returned to the student. Copies of the thesis must be satisfactorily produced on 100% cotton content paper. Some departments also require a copy of the final thesis. Students should check with their department to see if a copy of the final thesis is required and, if so, how the thesis should be submitted.

If the Graduate Committee and the student completing a non-thesis project report believe the report should be in the permanent library holdings of the University, the Committee may make a recommendation in writing to the Dean of Graduate Studies giving a rationale for adding it to the permanent collection. In such a case, the student should submit the recommendation along with the final original and two copies of the non-thesis project report on 100% cotton paper for binding plus one additional copy on regular paper and deposit it as described below as soon as possible after the final examination.

The original and each copy of the thesis on 100% cotton paper must be submitted in manila envelopes with copies of the title page taped (a short piece of tape at top and bottom) to the front of each envelope. Do not seal the manila envelopes. The envelopes should be large enough that the thesis can be easily removed and reinserted. The copy on regular paper should be clipped with the appropriate size binder clip.

When films, filmstrips, sound filmstrips, slides, tapes, videotapes, pictures, etc., are produced as a part of a thesis, two (2) copies of these materials must be turned in to the Office of Graduate Studies and Research along with the written materials submitted for binding. Theses will not be accepted for binding without such accompanying material when it is a part of the thesis.

The costs of copying and binding are borne by the student.

TITLE PAGE, APPROVAL PAGE, ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES/FIGURES AND BRIEF

The samples provided in the Appendixes must be followed for form and format. **Do not include the lines or phrases in the sample pages that are in bold type or enclosed in parentheses.**

A. Title Page

A title page must accompany each copy of the thesis or non-thesis project report. The title appearing on the title page must agree with the title appearing on the Graduate Committee and Option Approval Form. If there is a change in title, the student must submit a new Graduate Committee and Option Approval Form. The student's full legal name is required on the title page. A sample title page is shown in Appendix A on page 9. The format illustrated must be precisely followed. Note that the title is presented in inverted pyramid style.

B. Approval Page

An approval page must accompany each copy of the thesis or non-thesis project report. Do not include the words "Approval Sheet" on this page. Rather, the page should begin with the name of the university. The approval page should bear the signatures of all committee members and the Dean of Graduate Studies. Committee members should sign only when they are satisfied that the thesis meets the standards of the University. The Dean for Graduate Studies will sign after the thesis has been reviewed for grammar, style and format. **Signatures must be in black ink.** See the sample approval page in Appendix B on page 10. The format illustrated must be precisely followed.

C. Abstract

An abstract of 150 words or less must accompany each copy of the thesis or non-thesis project report. The title in the abstract must exactly match the title appearing on the title page of the thesis or non-thesis project report. The abstract is a condensed summary of the paper, and includes, within the 150-word limit, a description of the research including significant results. A sample abstract is shown in Appendix C on page 11. The format must be precisely followed. A copy of the abstract must also be included in each brief. (See Item F below for information about the brief.)

D. Table of Contents

The Table of Contents lists chapters or other main divisions, first-order subheadings, references/endnotes, and appendixes. The title of each entry and chapter numbering method must correspond exactly to that within the main body of the thesis or non-thesis project report. If it is imperative to list some second-order subheadings in the Table of Contents, list all second-order subheadings. Page numbers must be specified for all listings.

The tabs for the chapter numbers and page numbers must be right aligned. In addition, the tab for the page numbers must be formatted for dot leaders. Do not use periods between the title and page number. See Appendix D on page 12 for a sample Table of Contents.

E. List of Tables/Figures

Although List of Tables and/or List of Figures are not required in all theses or non-thesis project reports, they must be included if the student has more than two tables and/or two figures. A sample List of Tables appears in Appendix E on page 13.

F. Brief

Four copies of the brief must be submitted to the Office of Graduate Studies and Research at least two weeks prior to the oral exam for distribution to the student's committee members. The brief should include information about previous degrees, the courses included in the Master's study, biographical information and a copy of the abstract. A sample brief is provided in Appendix F on pages 14-17.

APPENDIXES

Appendix A

Sample Title Page

KINDERGARTEN CHILDREN'S RESPONSES
TO TELEVISION CARTOON HUMOR

(Substitute the words "Project Report" for "Thesis" if a non-thesis project report.)

A Thesis

Presented to

The Graduate Faculty

Central Washington University

In Partial Fulfillment

of the Requirements for the Degree

Master of Education

Master Teacher

by

John Allen Doe

January 2003

Appendix B

Sample Approval Sheet

(Start with the University name)

CENTRAL WASHINGTON UNIVERSITY

Graduate Studies

We hereby approve the thesis of _____ (Substitute the words “project report” for
“thesis” if a non-thesis project report.)

John Allen Doe

Candidate for the degree of Master of Education

APPROVED FOR THE GRADUATE FACULTY

(date of signature)

Professor’s Name (Typed), Committee Chair

(date of signature)

Professor’s Name (Typed)

(date of signature)

Professor’s Name (Typed)

(date of signature)

Dean of Graduate Studies

**(Fourth signature line is not required
if doing a project.)**

**(Page numbers must meet margin guidelines. Preface pages are numbered
with lower case Roman numerals at bottom center beginning with Approval
Page numbered ii.)**

Appendix C

Sample Abstract

(A copy of the abstract is included in the brief as well as in the thesis or non-thesis project report. The title "ABSTRACT" must be included at the top of the page.)

ABSTRACT

KINDERGARTEN CHILDREN'S RESPONSES TO TELEVISION CARTOON HUMOR

by

John Allen Doe

January 2003

The relationship between the perceived humorous content and the perceived aggressive or violent content of television cartoons was studied. Thirty kindergarten subjects made judgments about the humor appeal of ten cartoon film segments, while ten adult subjects judged the same film segments on their aggressive or violent content. The results showed support for the hypotheses that the material in television cartoons judged by adults to be aggressive or violent in nature is the same material children find to be funny. Implications for television programming are discussed.

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Appendix F

Sample Brief - Page 1

CENTRAL WASHINGTON UNIVERSITY

Graduate Studies

Final Examination of

John Allen Doe

B.A., Washington State University, 1994

for the Degree of

Master of Education

Master Teacher

Committee in Charge

Dr. John Smith

Dr. Helen Jones

Dr. Frank Olson

Black Hall

Room 209

Friday, January 24, 2003

2:00 p.m.

Sample Brief - Page 2

Student's Name

Courses presented for the Master's degree

Course No.	Course Title	Number of Credits	Instructor	Quarter Completed
EDF 510	Ed Research & Development	3	H. Jones	Summer, 2001
EDF 501	Educational Foundations	3	J. Smith	Winter, 2002
*EDCS 639	Parent Teacher Conferences	3	L. Long	Spring, 2002

(Using the above format, include all courses presented on Course of Study for credit toward Master's degree. Designate transfer credit with an asterisk (*) and indicate the institution from which the credit is transferred.)

* University of Puget Sound

Sample Brief - Page 3

BIOGRAPHICAL INFORMATION

Student's Name

Born Month, Day, Year, City, State (Optional)

Undergraduate Study:

Columbia Basin College, 1990-92
University of Idaho, Summer, 1992
Washington State University, 1992-94

Graduate Study:

Central Washington University, 2001-2003
University of Puget Sound, Spring, 2002

Professional Experience:

Teacher: Junior High School, Walla Walla, 1994-95
Teacher: High School English and Drama, Walla Walla, 1995-97
Substitute Teacher: Senior and Junior High Schools, Yakima, 1997-98
Instructor: English and Drama, Yakima Valley Community College,
Yakima, 1998-2003

Certification:

Initial Certificate, now being converted to a Continuing Certificate.

Additional Training:

Workshops and Conferences (as a member of the National Children's Theater
Association) at University of Denver, Colorado; University of Washington, Seattle,
Washington.
Research in Children's Drama in Denmark, 1991.

Sample Brief - Page 4

ABSTRACT

KINDERGARTEN CHILDREN'S RESPONSES
TO TELEVISION CARTOON HUMOR

by

John Allen Doe

January 2003

The relationship between the perceived humorous content and the perceived aggressive or violent content of television cartoons was studied. Thirty kindergarten subjects made judgments about the humor appeal of ten cartoon film segments, while ten adult subjects judged the same film segments on their aggressive or violent content. The results showed support for the hypotheses that the material in television cartoons judged by adults to be aggressive or violent in nature is the same material children find to be funny. Implications for television programming are discussed.