Thesis General Regulations

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CWU logo stacked cmyk

THESIS GENERAL REGULATIONS

Central Washington University

School of Graduate Studies and Research

This document sets forth the general policy and regulations for the preparation of a thesis 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. **The academic quality and correct formatting of the written presentation are the responsibility of the student and their committee. By signing the final approval document, each committee member is certifying that the thesis is of acceptable quality both academically and stylistically.**

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**SECTION 1:**  **DECLARING THE THESIS OPTION**

**Graduate Committee and Thesis Option Approval Procedure**

Before beginning a major effort on the thesis, students must submit a Graduate Committee and Option Approval Form available in the School of Graduate Studies and Research (SGSR) office, in the Canvas Graduate Student Hub, and on the SGSR’s Web site at <http://www.cwu.edu/masters/>. This form requires you to declare your choice to complete a thesis, provide course numbers in which you will be enrolled to complete the thesis, the name of the style manual required by your department, the proposed title of thesis, the purpose of study, the scope of study, and the procedure to be used (methodology). Please note that students choosing the journal-ready thesis formatting option must provide journal guidelines, a recent article from that journal at the time you submit your thesis to Canvas.. The final title of the completed thesis must agree with that listed on the Option Approval Form. If the student and committee modify the title, the student must submit a revised form.

The option approval form also requires you to declare if you will be collecting data from human and/or animal subjects (see Section 2 below).

Once you have completed this form, you will need the signatures of your committee members and the Department Chair/Designee. The signed form should be delivered to the SGSR.

**SECTION 2: USE OF HUMAN AND/OR ANIMAL SUBJECTS APPROVAL PROCESS**

Federal law requires that the appropriate campus institutional review board must approve research using human subjects or vertebrate 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 their website at <http://www.cwu.edu/hsrc>.

Students using vertebrate animals for experimental and/or fieldwork must receive clearance through the Institutional Animal Care and Use Committee. Guidelines and forms may be obtained from their website at <http://www.cwu.edu/iacuc>.

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.

Please do not include review approval letters in the thesis. Rather indicate in the thesis’ Methodology section that approval from the appropriate Committee (HSRC, IACUC, etc.) has been awarded.

**SECTION 3:** **GENERAL THESIS REQUIREMENTS**

**All theses require:**

* Title Page
* Approval Page
* An abstract
* An introduction, literature review and conclusion.
* Content that is determined in consultation with the thesis committee chair.
* Formatting that is suitable for the chosen style guide or, in the case of journal ready format, the journal’s instructions to authors.
* Electronic submission of thesis to the SGSR and ScholarWorks.

#### SECTION 4: STYLE STANDARDS

**A. Quality and Writing Style**

The writer of a thesis must maintain a clear, consistent writing style throughout the document. The dean of the SGSR 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 final draft should be submitted to each member of the student’s graduate committee at least two weeks prior to the final examination unless otherwise indicated by the committee. There must be sufficient lead-time to allow for critique, correction, and approval.

If Track Changes is used, please clear all changes and comments by using “Accept All Changes” before submitting the thesis to the SGSR.

**B. Citation Style Manuals**

The SGSR checks all manuscripts for correct and consistent usage of the chosen style. Students should use the most current edition available of the style that has been selected by their department or program. Students should contact their committee chair 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. These manuals are authoritative. A citation generator is not. Please be aware that citation generators are limited tools and their citations need to be edited.

Style manuals are often updated, so please check your program’s most up-to-date manual. If your program does not use a specific style manual contact the SGSR. Style manuals currently approved for use are as follows:

**ART, HISTORY, THEATRE STUDIES, MUSIC**

The Chicago Manual of Style. 17th edition, 2017.

**BIOLOGY**

Council of Science Educators, Scientific Style and Format: The CSE Style Manual for Authors, Editors, and Publishers, 8th edition, 2014.

**CHEMISTRY**

The ACS Guide to Scholarly Communication, 2020.

**COMPUTER SCIENCE**

Cordova Style Guide (only sections – contact department)

**ENGLISH**

MLA Handbook, 9th edition, 2021.

**GEOLOGY (please contact department for specific style guide)**

American Geophysical Union Publication Specifications

Geological Society of America Publication Specifications

**CULTURAL & ENVIRONMENTAL RESOURCE MANAGEMENT**

Varies with discipline focus. Contact degree Program Director

**NUTRITION**

AMA Manual of Style, 11th edition, 2020.

**EDUCATION, ENGLISH (TESOL), FCS, IET, ITAM, LAJ, MUSIC EDUCATION, MSET, PSYCHOLOGY, PRIMATE BEHAVIOR, PUBLIC HEALTH, HEALTH & PHYSICAL EDUCATION, SPORT & ATHLETIC ADMINISTRATION, CHILD DEVELOPMENT AND FAMILY SCIENCE**

Publication Manual of the American Psychological Association, 7th edition, 2020.

A journal style sheet will have style guidelines that will likely be found in the journal’s submission directions. Students using a journal style sheet, rather than a style manual, must also submit one recent article on the student’s topic from that journal and the style requirements. Please see page 9 for more information.

#### SECTION 5: DOCUMENT STANDARDS FOR ALL THESES

#### A. FORMATTING:

* Any easily readable standard type font is acceptable. Script, for example, is not considered standard type. Fonts should be at least 12 points and consistent throughout the document, except for 10 point minimum special font size for tables, graphs, appendices, and other illustrative materials .
* The use of different typefaces, such as bolding and italics, is strictly limited. If italics are used, no underlining should appear anywhere.
* The right *justify* key should be turned off so that spacing is consistent.
* The text must be double-spaced; however, block quotations, footnotes, figure captions, table titles and notes, and individual citations in the references may be single-spaced. If single spacing of reference citations is chosen, then double space ***between*** each citation.
* The writer should refer to the style manual approved by his or her department or targeted journal for appropriate spacing of titles, captions, etc. The SGSR requires 10- point minimum font size in tables, figures, appendices, and other illustrative materials.
* All pencil/ink lines, and edits must be erased completely.
* All student confidential information should be removed (i.e., addresses, student ID information, email addresses) as well as any other confidential information that should not be made public.
* Periods and commas should ***always*** be placed ***inside*** quotation marks.
* Em 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 (0.5 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. Turning on the widow/orphan line control will help prevent headings from appearing at the bottom of the page.
* Capitalization, spelling, hyphenation, and abbreviations should be consistent throughout.
* Handwritten material should not be included in the thesis unless the handwriting is a reproduction of archival material.
* Please note spelling of Acknowledgments and Appendices
* Tables and figures should be inserted as soon as possible following their first mention in the text, but no later than the page immediately following the mention. Journal-ready manuscripts should follow the journal’s style guide for formatting tables and figures; however, follow SGSR guidelines for the placement of tables and figures.
* **Be aware that all theses must use text readable documents in Word or pdf files, not camera-ready, formatting.**
* **Warning: If you convert the thesis/project document to a PDF file for electronic thesis submission,** conversion to PDF may shrink your document by 4%, enough to change margins and pagination throughout. Always check the conversion to make sure your formatting did not change.

**B. Margins and Pagination**

The left-hand margin of all material appearing in the thesis, including the appendices, must be no less than 1.0 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. If the thesis is to be bound, please increase the left-hand margin to 1.5 inches.

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

Use 12-point Arabic numbering for the rest of the pages. Place the numerals in either the upper right-hand corner or at the bottom center of the page. Whichever position is used, be consistent throughout the thesis. For pages with the page numbers centered at the bottom, the bottom of the number must be placed at least 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 at least 1 inch from the top of the page, and the right side of the number must be at least 1 inch from the right side of the page.

**C. Headings and Subheadings**

Use the format for headings and subheadings based on your program’s style guide. **Journal-ready** manuscripts should follow the journal’s style guide for headings and subheadings. All chapters should have consistent heading and subheading formats. Please note all chapters need their titles and chapter numbers centered at the top of the page. If you are unsure of heading formatting, contact the SGSR for assistance.

**D. Organization:**

All theses must adhere to the following organizational sequence:

* + 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)
  + In a journal-ready thesis, a page titled “JOURNAL ARTICLE” preceding the article with the chapter number
  + Main Content
  + References
  + Appendices (as needed)

**SECTION 6: SECTION DESCRIPTIONS**

**A. Title Page**

A title page must be included in the thesis. 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. Misspellings in the title may be corrected without a new approval form. The student’s full legal name is required on the title page. The styling of the name must be the same on the title page, the approval page, and the abstract page. A sample title page is shown in the Appendix that can be used as a template. The format illustrated must be ***precisely*** followed; however, student-specific information (name, program, date, etc.) should be updated where appropriate. Note that the title is presented in inverted pyramid style and no page number appears, though it is page i of the thesis.

**B. Approval Page**

An approval page must be part of the thesis and should bear the signatures of all committee members and the dean of SGSR. Committee members should sign only when they are satisfied that the thesis meets the standards of the university. The lines left of the signature lines are for the date. A sample approval page is shown in the Appendix that can be used as a template. The format illustrated must be ***precisely*** followed; however, student-specific information should be updated where appropriate. An approval form can be found on the SGSR website or in the Canvas Graduate Student Hub.

**C. Abstract**

An abstract of no more than 350 words must be part of the thesis. The title in the abstract must exactly match the title appearing on the title page. The abstract is a condensed summary of the paper and includes, within the 350-word limit, a description of the research and significant results. A sample abstract is shown in the Appendix. The format must be ***precisely*** followed; however, student-specific information should be updated where appropriate.

**D. Acknowledgments**

Double space the text and use standard 0.5-inch paragraph indentations. There are no length requirements or restrictions. This page is optional unless there is a need to acknowledge the use of copyrighted material or to acknowledge the contributions of others.

**E. Table of Contents**

The table of contents (TOC) lists chapters and other main divisions (first-order subheadings, references/endnotes, and appendices). The title of each entry and chapter numbering method must correspond exactly to that within the main body of the thesis. 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. The wording of the sample chapter titles are **not** intended to be precisely followed. Do not crowd the page number column with the headings. A sample table of contents is shown in the Appendix that can be used as a template.

**F. List of Tables/Figures**

Although a list of tables (LOT) and/or list of figures (LOF) are not required in all theses, they must be included if the student has more than two tables and/or two figures. These lists are formatted similarly to the table of contents. Do not crowd the page number column with the titles or captions. Sample lists are shown in the Appendix that can be used as templates.

**G. Journal-Ready Document Additional Page**

A page precedes the journal article with the chapter number and, if the article title is the same as the thesis title, then title this page JOURNAL ARTICLE. The first page of the article narrative will begin with the article/thesis title. If the article title is different from the thesis title, then use the article title as the chapter title and begin the article narrative at the top of the next page. If there are multiple articles, use the actual article title on each header page; in this case, the thesis title should not be the same as any one of the article titles.

**H. Main Content for all Theses**

**The main content of all theses whether they are standard or journal-ready theses must include the following:**

1. An Introduction providing an overview of the topic.
2. An extensive survey and discussion of the literature in the field related to the thesis topic. For journal-ready theses, this section should end with a discussion that provides a bridge to the journal article(s).
3. A conclusion.

**I. References**

Formatting of references and citations should follow your style guide (department guide or journal guide). The reference lists may be called References, Bibliographies, or Works Cited. For the journal-ready option, submit a hard and electronic copy of the journal’s current formatting requirements, often called “instructions [or guidelines, information, etc.] for authors,” and a recent article from the journal. References cited in the text must appear in the reference list (including personal communications); conversely, each entry in the reference list must be cited in the text. Do not include works in the reference list that you have not cited in the text. Regardless of the style selected, direct quotes cited in the text must include page citations.

**J. Appendices as needed**

**Appendices must be mentioned in the text in alphabetical order.**

#### SECTION 7: JOURNAL-READY ADDITIONAL STANDARDS:

* This format option is available if you wish to submit a chapter of the thesis to an academic journal with minimal format changes. The decision to pursue this option must be made with full agreement and cooperation of all committee members and the dean of SGSR. You must indicate this option when you submit your Graduate Committee and Option Approval form.
* Since all students must submit an electronic copy of their thesis to ScholarWorks, students submitting a journal-ready document may want to request an embargo. Embargoes are explained in greater detail in Section 9.
* The journal article(s) is a standalone document within the thesis. The journal format takes precedence in regard to text style.
* The graduate school format takes precedence, with the exception of journal ready articles, in issues regarding margin size, pagination, type font, style of preface pages, ellipsis and dash spacing, placement of commas and periods with respect to quotation marks, double-spacing of text, and placement of tables and figures. Use American spelling and punctuation.
* Appendices may be included to provide a more complete and detailed presentation of the data than would normally be found in the more abbreviated and condensed journal article.

**SECTION 8: ELECTRONIC THESIS SUBMISSION PROCESS**

The School of Graduate Studies and Research (SGSR) and Brooks Library require all theses to be electronically submitted to ScholarWorks. The SGSR will no longer accept final hard copies for binding and paper copies will not be stored in the Brooks Library. The process for final electronic thesis submission is below. For help with this process, please call the SGSR office at (509) 963-3101 or visit us in Barge Hall- for assistance.

1. You will be added to the Canvas – Graduate Studies Hub. If you have not been added to the Hub, please contact us by calling (509) 963‐3101.
2. In collaboration with your committee chair, you may upload your completed thesis into Canvas to be pre-checked by Turnitin. This step is **HIGHLY RECOMMENDED** by the SGSR. (*See section 10 in the ‘Thesis General Regulations’ for more information about this process.)*
3. Submit your Permit to Schedule your Defense form *(generated after the folder check*) to the SGSR.
4. Submit your thesis to your committee at least two weeks before your defense date unless otherwise required by your graduate program.
5. After successful defense, revise your thesis to include the changes that the committee requires for approval.
6. After committee required revisions have been incorporated, submit the following to SGSR by the deadline date for the quarter you wish to graduate *(deadlines are easily found on the SGSR website)*:
   * one hard copy of the Thesis Approval Page *(signature page)* signed by all thesis committee members, this can be emailed,
   * one hard copy of the Electronic Thesis Submission Agreement Form *(found on Canvas),* signed by thesis committee chair/program director, this can be emailed and
   * one hard copy of your Degree Application. *(The application fee must be paid at this time.)* included with your folder check documents.
   1. Upon approval from your committee, upload the approved thesis to the Canvas – Graduate Studies Hub with no signatures on the approval page (page ii). SGSR performs final plagiarism check through Turnitin. (Refer to 9b if not successful.) ***(Please note: After this step, no content changes are allowed.)***
7. After successful processing of the final Turnitin check, SGSR will conduct a formatting review. You will receive a report if revisions are needed. Revise your thesis, using Track Changes, and resubmit it to the Canvas- Graduate Studies Hub.
8. SGSR dean accepts or rejects the final thesis.
   1. In case of rejection due to incorrect formatting, you and your committee chair will be informed of needed changes and due date.
   2. In case of rejection due to an unacceptable level of non-originality based on the final Turnitin report, you will meet with your committee chair and the SGSR dean to review the content flagged by Turnitin. The SGSR dean will then decide on the next course of action.
9. After the SGSR dean and committee approval, begin the process of submitting final thesis to ScholarWorks on the Brooks Library website. Please contact the Brooks Library for help with this process if needed.
   * Create an account in ScholarWorks and upload the thesis and necessary documents.
   * Submit an embargo form to the library, if you checked it on your Electronic Thesis Submission Agreement form.
10. After your thesis is uploaded to ScholarWorks, a verification is emailed to SGSR. **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.**

**SECTION 9: EMBARGOES**

An embargo temporarily restricts access to your thesis. Three primary reasons for embargoing include:

* Your thesis has commercially sensitive content. Perhaps you need time to bring a concept to market or seek a patent.
* You wish to publish all or part of your thesis using a traditional press that regards open access publication as equivalent to prior publication. Most publishers do not operate in this way but some may. Please do some research before choosing to embargo for this reason.
* Your thesis contains sensitive data or information.

Embargoes are available for one, two, and five years. Once this time has expired, you can request an extension to your embargo. Please consult your committee chair when making the decision as to whether or not an embargo is needed for your thesis. Embargo request forms can be found on the Brooks Library website as well as the Canvas Graduate Student Hub. All requests must be submitted directly to Brooks Library at [scholarworks@cwu.edu](mailto:scholarworks@cwu.edu) or 400 E University Way, Ellensburg, WA, 98926.

**SECTION 10: ACADEMIC HONESTY**

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation of this standard must be reported to the Office of Student Rights and Responsibilities. What constitutes academic dishonesty is clearly defined by the CWU Conduct Code Section II, Line B. The code is available at <http://www.cwu.edu/student-success/student-rights-and-responsibilities>.

**PLAGIARISM CHECK**

All final theses will be checked using Turnitin.com. Turnitin checks students' work for potential plagiarism by comparing it against other student papers, internet databases, journals, periodicals and publications.

**The following will not be considered during the checks:**

* Bibliographic Material
* Quoted Material

**TURNITIN PRE-CHECK**

Students will have the opportunity to pre-check their document by uploading it into the Canvas Hub. Your work will not be included in the Turnitin Repository so it will not be compared with itself for the final submission. This step is **HIGHLY RECOMMENDED** by the SGSR and will save you time when submitting your final version. Review your entire pre-check Turnitin report and see if you should change any content that you may have not paraphrased or put in quotations.  Please note that even if you have a low percentage of a non-originality score, you may have a large amount of material flagged and highlighted as unoriginal. If you are unsure whether your level of originality is acceptable, please contact your committee chair. The SGSR will review your pre-check and may forward the results to your committee chair for clarification before you are contacted to turn in a hard copy of your draft for the next step which is a style formatting review.

**TURNITIN FINAL CHECK**

The SGSR will perform a final Turnitin check after you complete any necessary revisions up until this point and before you are approved to submit your final thesis to ScholarWorks. In case of rejection due to an unacceptable level of non-originality based on the final Turnitin report, you will meet with their committee chair and the SGSR dean to review the content flagged by Turnitin. The SGSR dean will then decide on the next course of action.

**SECTION 11: APPENDIX - SAMPLE PRELIMINARY PAGES**

Asample of each preliminary page of the thesis is given in the following pages. Each page is designed so that it may be copy/pasted into a document for use as a template (mainly use the tab key for navigation). Double check your formatting to comply with SGSR requirements.

KINDERGARTEN CHILDREN’S RESPONSES

TO TELEVISION CARTOON HUMOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A Thesis

Presented to

The Graduate Faculty

Central Washington University

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In Partial Fulfillment

of the Requirements for the Degree

Master of Science

Mental Health Counseling

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by

John Allen Doe

January 2022

CENTRAL WASHINGTON UNIVERSITY

Graduate Studies

We hereby approve the thesis of

John Allen Doe

Candidate for the degree of Master of Science

APPROVED FOR THE GRADUATE FACULTY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. David Smith, Committee Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Margaret Johnson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Joseph Mills

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Graduate Studies

ABSTRACT

KINDERGARTEN CHILDREN’S RESPONSES

TO TELEVISION CARTOON HUMOR

by

John Allen Doe

January 2022

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 10 cartoon film segments, while 10 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.

ACKNOWLEDGMENTS

Begin the text of the acknowledgments here. Use double spacing and standard 0.5-inch paragraph indentations. There are no length requirements or special restrictions for this page.

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inverted pyramid style (descending lines get shorter) 75

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