



## College of Graduate Studies and Research Master's Thesis Manual

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### GENERAL INFORMATION

This manual is designed for students who are writing a thesis at Northeastern Illinois University. Careful reading of this manual and attention to detail in preparation of the thesis will save time and effort and may avoid the need for last minute corrections and/or adjustments when checked by the College of Graduate Studies and Research.

#### Selecting and formulating a thesis topic

The responsibility for selecting and formulating a suitable thesis proposal lies with the student. Consultation with and approval by the faculty advisor is essential to the successful selection of a thesis topic.

#### Preparing a thesis proposal

The thesis proposal should be both concise and sufficiently detailed for the program to evaluate its quality.

## Acceptance of a thesis proposal

The thesis advisor or a departmental thesis committee will examine and evaluate the acceptability of the thesis proposal. The committee or advisor may ask other faculty members, because of their special competence or interest, to help with this review. The committee or advisor may approve or reject a proposal; it may also require clarification, elaboration, or modification. Students will be notified of the advisor's/committee's actions in a timely manner.

## Registering for thesis credit

In the Fall of 2015, the Graduate Thesis Policy changed. This affects students' registration for the thesis. Please see below for guidance depending on where the student is in their thesis work. Thesis students fall into two categories: students who registered for the 6 hours of Thesis Seminar before Fall 2015 and students who will start their thesis in Fall 2015 or later.

**Deadline:** Chairs must sign off on student's registration forms for the semester's thesis hours by the end of the 10<sup>th</sup> day of classes in the semester a student plans to work.

**Note:** Registration after the end of the 10<sup>th</sup> day of classes is not allowed.

### **Students who registered for the 6 hours of Thesis Seminar before Fall 2015:**

Students have three terms (including summer) after their last term of enrollment to complete their thesis. Last term of enrollment is the last term in which they received a grade on their transcript, including I or W. When the student completes their thesis, the thesis advisor will submit the Change of Grade form and change the student's I in the Thesis Seminar to a letter grade, as was done in the past.

If the student cannot complete the thesis within three semesters to avoid becoming inactive, he or she should enroll in 1 hour of thesis hours to maintain active status (and current catalog year assignment). The thesis advisor should assign the HP, P, or NP grade, as appropriate, for the semester's worth of work (see below for information about these grades). This one hour will keep the student "active" for another three terms, which should be sufficient time to complete the thesis. When the student completes their thesis, the thesis advisor will submit the Change of Grade form for the Thesis Seminar and change the student's I to a letter grade, as was done in the past. (If a student becomes inactive before completing the thesis, then he or she must re-apply for admission to the program.)

### **Students who will start their thesis in Fall 2015 or later:**

Students fulfilling the requirements of a thesis option must register for at least one graduate-level credit hour in all semesters in which they are actively working on their thesis, until the completion of the thesis requirements. Students not in Music Pedagogy must complete six credits of thesis hours with a grade of P or HP. The successful completion of six credits of thesis hours does not guarantee the satisfactory completion of the thesis requirement. In Music Pedagogy, the thesis requirement is fulfilled through a lecture-recital and a text thesis, which together take at least 7 credits

to complete (at least 3 credits of thesis hours and at least 4 credits of Applied Lessons).

Thesis credit is graded each term a student is engaged in thesis work using grades of High Pass (HP), Pass (P), or No Pass (NP). Only HP and P grades are satisfactory and count for credit toward the degree.

**Grading Scale for Graduate Thesis work:**

High Pass ( <b>HP</b> )	Outstanding academic progress on the thesis, an outstanding defense of the thesis, or an outstanding thesis.
Pass ( <b>P</b> )	Satisfactory academic progress on the thesis, a satisfactory defense of the thesis, or a satisfactory thesis.
No Pass ( <b>NP</b> )	Student has not made satisfactory academic progress on their thesis or their thesis does not meet the academic standards of the program

**Supervising the thesis**

If a student receives a grade of NP for thesis hours, the advisor or the program may require the student to switch to one of the other possible culminating experiences in the discipline. Students receiving grades of NP in their thesis hours for two consecutive semesters will not be allowed to continue with the thesis.

The advisor judges the thesis' organization, content, form, and style. Once the advisor determines that the thesis is acceptable for defense, an oral examination in defense of the thesis is required. The thesis examination committee should be made up of at least three faculty members.

## Copyright and plagiarism

### Copyright

*Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities* is a guidebook written by Kenneth Crews for use by ProQuest subscribers like Northeastern. Though it is mainly aimed at those writing a dissertation, thesis writers will find much useful information. The article can be found here: [http://media2.proquest.com/documents/copyright\\_dissthesis\\_ownership.pdf](http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf)

### Plagiarism

In Northeastern Illinois University's Student Code of Conduct, plagiarism is defined as follows:

*Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This includes (1) paraphrasing another's ideas or conclusions without acknowledgement; (2) lifting of entire paragraphs, chapters, etc. from another's work; and (3) submission as one's own work, any work prepared by another person or agency.*

For consequences of plagiarism, please review the Student Code of Conduct at <http://www.neiu.edu/university-life/sites/neiu.edu.university-life/files/documents/tfneumei/conductCode.pdf>

## THESIS FORMAT AND APPEARANCE

### Suggestions about Thesis Form and Style

One official guide (selected with the approval of the thesis advisor) must be followed consistently for form and style throughout the thesis. Please see the table below for the default guide for each program. Students are urged to become familiar with contents of the given manual before beginning to write. Frequent reference to the guide may spare the candidate much revision and rewriting.

<b>Program</b>	<b>Style Guide</b>
Biology	See your thesis advisor
Chemistry	
Communication, Media, and Theatre	APA, MLA, and Chicago Style (depending on track, see your advisor for details)
Computer Science	See your thesis advisor
Counselor Education	6 <sup>th</sup> edition APA
English	MLA or Chicago Style
Geography and Environmental Studies	APA
Gerontology	6 <sup>th</sup> edition APA
History	See your thesis advisor
Inner City Studies	
Latin American Literatures and Cultures	See your thesis advisor
Linguistics	APA or MLA
Applied Mathematics	SIAM or AMS
Applied Music Pedagogy	MLA or Chicago Style
Political Science	See your thesis advisor
TESOL	APA
Exercise Science	See your thesis advisor
Inner City Studies	See your thesis advisor

### General Formatting Guidelines

The specific requirements, which follow, supersede guidelines in any other publication. Contact the College of Graduate Studies and Research for assistance with special problems.

#### FONT

One font style must be used throughout the text of the manuscript. The type selected must be found in a scholarly journal (two examples are Times New Roman and Arial). Colored or faint print is not acceptable for text. Figures, tables and their titles, and appendix material are not considered the text of the manuscript and can be different type styles.

One font size, between 10 and 12 points, must be selected and used throughout the text. If done consistently, major headings may be up to two points larger than the text (maximum size is 14 point) and may be boldface. Tables, figures and their titles are not considered text and can vary in point size. The minimum size for numbers and upper-case letters in tables, figures, footnotes, and appendixes is 1.5 millimeters (no less than 7 point type is recommended).

## **MARGINS**

A margin of one-inch (1) must be provided at the top, bottom, left- and right-hand sides of each page. All writing (text, tables, figures, appendixes, etc.) must be placed within the margins (with the exception of the page numbers and any running headers).

## **SPACING**

The text of the manuscript must be double-spaced. Block quotations, a table of contents, tables, footnotes, figure legends, lists in text, references, and table and figure titles can be single-spaced. Headings and subheadings must have at least two full lines of body text below them. If only one line of text fits below a heading, move the heading to the next page.

## **PAGINATION**

Each page, except for the Title Page, must be numbered. For the preliminary pages (Abstract, Acknowledgements, Dedication, Table of Contents, List of Figures, and List of Tables), use small Roman numbers (iv, v, vi etc.). These numbers should be **centered at the bottom of the page**. Do not number the Title Page. For the remaining part of the thesis, including the text, illustrations, bibliography, and appendixes, use Arabic numerals (1, 2, 3, 4, etc.). The numbering begins with 1 and runs consecutively to the end of the thesis, and should be placed at the **top right-hand corner or at the top of the page**, provided the appropriate margin is maintained.

## **TABLES, GRAPHS, AND ILLUSTRATIONS**

Tables, graphs, and illustrations must conform to the specific guidelines in the style guide used.

## **FOOTNOTES**

It is recommended that footnotes appear at the bottom of the page on which their numerical citations occur in the text. They may be numbered sequentially throughout the text or may begin with number 1 on each page. All footnotes must be within the required margins.

## **PERSON, TENSE, AND VOICE**

The thesis should be written in the third person and the past tense unless the department does not require it. Students should maintain consistency of tense throughout the thesis.

## Contents of the Thesis

The following list gives the proper order for the contents of the thesis. All sections marked with an asterisk (\*) are required to be included in the manuscript.

- \*Title Page
- \*Abstract
  - Dedication, Acknowledgments
- \*Table of Contents
- \*List of Figures (if there are two or more figures in text)
- \*List of Tables (if there are two or more tables in text)
- Thesis text
  - \*Introduction (as first chapter or section)
  - \*Main body of text divided into various chapters or sections)
  - \*Summary or Conclusion (as last chapter or section)

### **REFERENCES AND SUPPLEMENTAL SECTIONS**

- \*Reference Section
- Appendix Material

### **Title Page**

The only accepted form for the title page of a thesis at Northeastern Illinois University appears as Sample A of this manual.

### **Dedications and/or Acknowledgments**

You may include a special page of acknowledgements and a separate page for dedications if you so desire. A dedication page contains no special heading. An acknowledgments page is a brief note of appreciation for assistance given the candidate in the research and preparation of the thesis. The word ACKNOWLEDGMENTS should be centered at the top of the page. Continuing pages must be headed also, e.g., ACKNOWLEDGMENTS (continued), if this section is longer than one page.

### **Table of Contents**

It is suggested that the candidate make a temporary table of contents as soon as the outline of work has been approved by the advisor. The student may then use this table as a working guide in organizing the thesis. Such a guide, updated and revised as the thesis progresses, will facilitate the logical presentation of topics and clear development of ideas. The entry and appropriate page numbers of the Table of Contents must appear on the Table of Contents.

### **List of Tables and/or List of Figures**

When tables are used, a List of Tables should be placed on a separate page immediately following the Table of Contents. Center and position the heading, LIST OF TABLES, in the same manner as the TABLE OF CONTENTS. Table numbers should be presented in Roman numerals, e.g., TABLE I, TABLE II, etc., and table titles in capital

letters. The complete table title must be shown. Appendices which are actually tables must be listed here as sequentially numbered tables. Continuing pages are headed, LIST OF TABLES (continued), if the list of tables is longer than one page.

When figures, process flow charts, metabolic pathways or similar schematics are used, a List of Figures should be shown on a separate page immediately following the List of Tables. Center and position the heading, LIST OF FIGURES. Figure numbers should be presented in Arabic numerals. Each figure or illustration must have a legend or title.

The figure legend is presented in lower-case letters except for the first letter of the first word, which is capitalized. Either the full legend may be used or an abbreviated, adequately descriptive legend may be used. Continuing pages are headed, LIST OF FIGURES (continued), if the list of figures is longer than one page.

### **Abstract**

An abstract is a concise, clear and coherent summary of your study.

An abstract should be limited to a 200-300 word statement capturing the relevance/purpose/importance of the study, the methodology, and the highlights of your findings/interpretation/conclusions.

### **Text**

The text is the main body of the thesis in which the problem is stated, methods described, results presented, analyzed and discussed, findings interpreted and conclusions reached. If an introduction is used, it becomes Chapter/Section 1. The organization of the text will vary with different subjects, but a consistent style should be followed. Each chapter must begin on a new page. If a thesis is in two or more distinct parts, the Cited Literature may follow each part.

### **Bibliography (or List of References)**

The bibliography or list of references contains sources consulted during the course of your research. Please refer to the style manual for references formatting guidelines and follow them consistently. Reference entries must not be divided between pages. Bibliographies or lists of references are listed in the Table of Contents.

### **Appendices**

Appendices are optional and used for supplementary material. Place the Appendices after the reference section. All Appendix pages need to be numbered; page numbers are continued from the last page of the references.

The Acceptance and Approval Page must be signed and submitted to Graduate Records, but does not need to be submitted electronically with the thesis.



## **THE FINAL MANUSCRIPT**

After the thesis has been approved by the advisor, the final copy of the thesis is submitted to the student's committee for approval.

### **Proofreading**

This essential requirement is the candidate's responsibility. All materials submitted for examination should represent the candidate's best efforts, and should be carefully proofread for errors in grammar, spelling, punctuation, word processing format etc. It is worth emphasizing that the quality of a manuscript is the sole responsibility of the candidate. Failure to proofread the entire thesis carefully before submission will likely result in delay for the student.

### **Copy Permission**

The original records of an investigation for a graduate thesis are the property of the University but may be kept by the student at the discretion of the student's program department.

The completed thesis is the property of the University. The right to publish and copyright the thesis shall remain with the author. The University is authorized to make copies, at its discretion, of the thesis upon request by individuals or institutions and at their expense. However, extensive quotation or further reproduction of the thesis by persons or agencies other than the University may not be made without the express permission of the writer.

## Submission of the Thesis to the College of Graduate Studies and Research

The Master's thesis is submitted electronically through ProQuest's ETD Submission Process.

**Preliminary Deadline:** Students planning to defend and submit their thesis should create their ETD account and enter their background information into the system **at least four weeks** before the last day of finals of the semester in which the student plans to graduate. To create an account, go to <http://www.etdadmin.com/neiu> and follow the instructions. Contact [graduatestudies@neiu.edu](mailto:graduatestudies@neiu.edu) or

**Deadline:** The thesis should be submitted via ETD for review by the College of Graduate Studies and Research **at least three weeks** before the last day of finals of the semester in which the student plans to graduate. This will allow sufficient time to allow for corrections and/or adjustments. The deadline for submission will be publicized at the beginning of each semester.

### ETD Submission Process

1. Create a single PDF file of the textual part of the thesis, including the Title page (Sample of the Title Page is at the end of this manual, and Word versions are downloadable from the CGSR website at <http://www.neiu.edu/academics/graduate-college/masters-thesis-resources> ). Do not use compression or password protection, and make sure that all fonts are embedded.
2. External/Internal links to multi-media files should be identified in the Abstract
3. Use only acceptable file formats for multi-media files (see the ProQuest site for guidelines on acceptable file formats).
4. Submit the thesis to the ProQuest website <http://www.etdadmin.com/neiu>
5. Note: the single thesis file is reviewed and submitted by the student, except in rare instances when the Dean or Associate Dean of the College of Graduate Studies and Research will submit on the student's behalf.
6. Student receives email confirmation that their thesis has been submitted and the College of Graduate Studies and Research receives email notice of submission.
7. The College of Graduate Studies and Research reviews the document for compliance with policy and format as outlined in this manual. CGSR does not review disciplinary content. CGSR will email the student the status of their manuscript:
  - a. Accepted
  - b. Revisions requested
  - c. Rejected
8. The student must revise the electronic document until it has been approved.

9. Upon final approval of the thesis and after submission by the College of Graduate Studies and Research of the approved thesis to ProQuest, the student may order bound copies from ProQuest.

For more guidance on the technical aspects of preparing your thesis for submission, please review the Publishing Guide provided by ProQuest.

[http://www.etsadmin.com/UMI\\_PreparingYourManuscriptGuide.pdf](http://www.etsadmin.com/UMI_PreparingYourManuscriptGuide.pdf)

**Note:** you do not need to have created an ETD account to access this guide.

## SAMPLE A: TITLE PAGE OF THESIS

TITLE OF THESIS (ALL CAPS)

Sub-Title

A Thesis Presented to  
the Faculty of the Department of (Name of Dept.)  
Northeastern Illinois University

In Partial Fulfillment  
of the Requirements for the Degree  
Master of (Arts or Science)  
In (Program)

By Name  
Date (Month & Year of Grad)  
(All lines above centered on page)

## **SAMPLE B: THESIS ACCEPTANCE AND APPROVAL**

Please find the Thesis Approval Form on the following page. The form should be signed by the thesis advisor and all thesis committee members when the thesis is approved by the committee. A copy of the signed form should be submitted to Graduate Records either in person (D-101) or electronically ([graduate-records@neiu.edu](mailto:graduate-records@neiu.edu)) . This form does not need to be included in the electronically submitted thesis itself.

## THESIS ACCEPTANCE AND APPROVAL

This thesis submitted

by \_\_\_\_\_

Name of Student

entitled \_\_\_\_\_

Exact Title of Student Thesis

has been reviewed by the Department of \_\_\_\_\_

Name of Department

and is found to be in good order with reference to content, style, and mechanical accuracy.

The thesis follows the \_\_\_\_\_  
publication style. It is

accepted in partial fulfillment of the requirements for the degree Master of

\_\_\_\_\_ in (Exact Title) \_\_\_\_\_

### Members of the Thesis Committee:

\_\_\_\_\_  
Signature of the Thesis Advisor Date

\_\_\_\_\_  
Committee Member Signature Date

\_\_\_\_\_  
Committee Member Signature Date

I certify that this thesis complies with the publication style referenced above.

\_\_\_\_\_  
Signature of the Thesis Advisor Date