

Completing Thesis/Dissertation

School of Graduate Studies and Research
Tennessee State University

One of the goals of the School of Graduate Studies and Research is to maintain high standards of instruction in graduate education, continuing education, and in the curricula and fields of specialization through which degree programs are offered. As such, an important role of the Graduate School is to evaluate the scholarly content of Theses and Dissertations submitted in partial fulfillment of the requirements for master's and doctoral degrees. It is expected that your thesis/dissertation will be of high quality, and reflect credit on you, your committee, your department, and the Graduate School for years to come. Elements of quality include consistency, logical organization, accuracy, and attractive format. The preparation of the manuscript from start to finish is carried out under the guidance of a Committee of Graduate Faculty appointed when you initiate your research project. The Graduate Dean is the final approval authority for each Thesis and Dissertation, as indicated on the Signature Page included with each Thesis and Dissertation.

Steps in Completing Thesis/Dissertation

- Complete all course work and other requirements to initiate Thesis/Dissertation, e.g., Comprehensive Examinations, Submission of Program of Study, etc.
- Register for Thesis/Dissertation, enroll continuously every semester until manuscript is approved by the Graduate School.
- Establish Committee consisting of a Chairperson and Committee Members (2 Committee Members for Thesis, 3 Committee Members for Dissertation), who are members of the Graduate Faculty; complete forms to establish committee and obtain required signatures on appropriate forms. Return forms to the Graduate School.
- Obtain copy of *Guidelines for Preparing Dissertations, Theses, Projects, and Course Papers*, available at no cost in the Graduate School. Be sure to consult this publication in preparing your Thesis/Dissertation.
- Develop proposal in consultation with committee. Committee Chair submits form indicating proposal has been approved by Committee.
- Obtain Research Compliance approval (human subjects, animal care, radiation safety, hazardous materials) according to procedures on Office of Sponsored Research Website, before initiating data collection.
- Meet deadlines for submitting draft copy (orals copy) of Thesis/Dissertation to Graduate School, completing oral defense, submitting final copy signed by all committee members

to the Graduate School. See Graduate School Calendar for deadlines.

- Pay Fees: Binding, Microfilming (optional for Theses), Copyright (optional).
- Doctoral students complete the “Survey of Earned Doctorates”, Proquest (formerly UMI/Bell and Howell) Publication Agreement form, and Copyright Form (optional).

Thesis/Dissertation Checklist

This checklist is used to simplify the review of your document by the Graduate School. This form must be submitted with the final copy of your Thesis or Dissertation, and must be signed by the graduate student and Chair of the Thesis/Dissertation Committee.

____ The above steps were followed, with all forms and documents submitted by deadlines published in the Graduate School Calendar.

____ Style manual followed: APA, Turabian, ADA, ASA, other? (Insert name in space).

____ Thesis/Dissertation consistently followed one of these style manuals.

ORGANIZATION:

____ 1. Title Page with Research Series

____ 2. Plain Title Page

____ 3. Copyright Page (Optional)

____ 4. Signature Page

____ 5. Dedication Page (Optional)

____ 6. Acknowledgments (Optional)

____ 7. Abstract (not to exceed 350 words)

____ 8. Preface (optional)

____ 9. Table of Contents

____ 10. List of Table (if five or more)

____ 11. List of Figures, Charts, etc. (if five or more)

____ 12. List of symbols (optional)

- ___ 13. Text, divided into chapters designated by Roman numerals
- ___ 14. References, must conform to style manual approved by the student's department
- ___ 15. Appendices, must conform to the style manual approved the student's department
- ___ 16. Research Compliance Approval Letter (if using human subjects, animal subjects, etc)

PAPER:

- ___ 20-pound weight bond, 100 percent cotton or rag content, watermark

TYPE SIZE:

- ___ Standard 10 or 12 pitch

MARGINS:

- ___ Left margin one and one-half inches on all pages
- ___ Right margin one inch throughout
- ___ Bottom margin one inch throughout
- ___ Top margins of first pages of text and all first pages of chapters two inches, all other pages one and one-half at the top

SPACING:

- ___ Text must be double spaced, first line of each paragraph indented

PAGINATION

- ___ Every Page should be assigned a number (some may not be shown)
- ___ Small Roman numerals for preliminary pages, Arabic numbers for pages of text
- ___ Page number should be positioned in the same place (upper right corner of the margin line at the right, and one inch from the top of the sheet)

TABLES/FIGURES

- ___ Tables/figures may follow page on which they are first referenced, or they may be included

in a separate appendix

___ Tables/figures must be identified in the text by a number

MISCELLANEOUS

___ No widows or orphans.

___ All page numbers in the Table of Contents should correspond with page numbers in the text.

___ All reference citations in the text are included in the Reference/Bibliography section

___ Number copies: four copies, plus one plain paper copy for microfilming (optional for Theses)

I have checked the manuscript for all of the above items.

Student's name (please print): _____

Signature: _____ Date: _____

E-mail Address: _____

I have checked the manuscript for all of the above items.

Thesis/Dissertation Chair's Name (please print): _____

Signature: _____ Date: _____

Approved by Graduate Council 9/10/02
Revised 10/8/02