

GUIDELINES FOR THE PREPARATION OF DISSERTATIONS  
THESES, PROJECTS, AND COURSE PAPERS

(TSU Seal)

Prepared by

The Graduate School

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## CHAPTER I

### INTRODUCTION

The Graduate School has prepared Guidelines to assist students in the mechanical details of writing a dissertation, thesis, project, or course paper. The term "paper" is used throughout Guidelines to refer to each type of paper except in matters that relate specifically to one of them.

A paper submitted to the Graduate School as partial fulfillment of the requirements for a degree reports accurate research done by the student. It reflects credit to the student, the chairperson of the student's committee, the committee, the department, and Tennessee State University. The quality of the research and the manner in which the research is presented to the Graduate School are the responsibility of the student, the major advisor, and the committee.

The aim of Guidelines is to assist the student to develop a format that is consistent, attractive, logical, and mechanically correct. Although Guidelines covers most of the general areas in the preparation of a paper, it is by no means complete. It makes no attempt to answer all the specific questions that a student might ask about the preparation of one of the papers. **The student should consult the thesis manual or manuals which have been approved by the department in which the student is enrolled.** (See the list of departmentally approved manuals in Appendix B; also, see Appendix C for Checklist for Completing Thesis/Dissertation.)

## CHAPTER II

### SUMMARY: STYLE AND FORMAT REQUIREMENTS

When preparing a dissertation, thesis, terminal project, creative project, or course paper for partial fulfillment of the requirements for a graduate degree at Tennessee State University, the student must adhere to the following general instructions:

#### **Paper**

All copies must be on 20-pound weight bond, 100 percent cotton or rag content. The TENNESSEE STATE UNIVERSITY watermark paper is preferred and can be purchased at the TSU bookstore. A comparable brand of the same weight and content may be substituted if it is not the watermark of another university. The same brand must be used throughout the paper. Be sure the watermark is positioned correctly before printing (the watermark should not appear upside down or backwards on the printed page).

#### **Font**

Any standard font (e.g., Courier, Times New Roman, Univers) is acceptable at 10 or 12 pitch. Unusual fonts such as Script should not be used. Dot matrix type is not acceptable.

Typing should appear on only one side of each page. However, for the purpose of illustration with charts, photographs, etc., a printed page may face another printed page.

**Margins**

All copies must have uniform margins.

- A. The left margin must be one and one-half inches on all pages.
- B. The right margin must be one inch throughout.
- C. The bottom margin must be one inch throughout.
- D. The first page of the text and all first pages of chapters must have margins of two inches at the top. All other pages must have one and one-half inch margins at the top.

**Spacing**

The text, with the exception of certain quotations, footnotes, and data within tables, must be double-spaced. The first line of each paragraph should be indented. For spacing regulations concerning parts of the text, the departmentally-approved style manual should be consulted.

**Corrections and Revisions**

All corrections and revisions must conform to the original font and format.

**Pagination**

Small Roman numerals (i, ii, iii, iv, etc.) should be used to number preliminary pages. Some of the preliminaries will be unnumbered. Numbering begins with the title page, which is the first numbered preliminary page; however, it bears no number. Arabic numbers should be used to number pages of the text. The first page of text and the beginning page of each chapter should be left unnumbered. All page numbers should be placed in the upper right hand corner of the margin line at the right and one inch from the

top of the sheet.

## **Order**

The order given below, regardless of parts that may be omitted, should be followed:

### A. Preliminaries

- a. Window-title sheet, unnumbered (terminal projects and course papers only)
- b. Title page, unnumbered (2 copies required which must conform with the two samples in Appendix A)
- c. Copyright page (Optional, see sample in Appendix A)
- d. Signature page (Approval page), unnumbered (must conform with the sample in Appendix A)
- e. Dedication (optional)
- f. Acknowledgments (optional)
- g. Abstract
- h. Preface (optional)

[None of the preliminary pages listed above should appear in the Table of Contents]

- i. Table of Contents
- j. List of Tables (if five or more)
- k. List of Figures, Charts, etc. (if five or more)
- l. List of symbols (optional)

- B. Text: The text must be divided into chapters or sections. Roman numerals should be used to designate chapters.
- C. References: All references should conform to the style manual approved by the student's department.
- D. Appendices: The format of appendices should conform to the style manual approved by the student's department.

### **Symbols**

Only those symbols not available as a computer font may be written in India ink.

### **Documentation**

All sources should be documented according to the style manual approved by the student's department.

### **Abstract**

Each copy of the dissertation, thesis, terminal project, or creative project must include a copy of the Abstract. ABSTRACT should be centered two inches from the top of the page. The Abstract should not exceed 350 words. The paper used for the Abstract must be the same used for the rest of the paper. Beginning at the left margin three spaces below ABSTRACT, the following information should be given:

FULL NAME OF STUDENT. Title of paper (under the direction of NAME OF PROFESSOR). Example:

VERA Z. ALLDID. The Social Commentary in Charles Dickens' Hard Times (under the direction of Dr. WALTER G. ABLEMAN).

(The title in the Abstract and on the Title Page must be the same.)

### **Number and Submission of Copies**

Dissertation, thesis, and creative project: A **draft** copy must be "signed in" at the Graduate School on or before the sign-in deadline. The student then distributes these copies to his/her committee. After the paper has been successfully defended and approved by the this committee, the student should make all changes and/or corrections required by the committee and submit **four** final copies on the bond paper to the Graduate School by the deadline set for the semester. Each of the four copies should be placed in an envelope that bears the following information:

1. Student's name and social security number
2. Full title of paper
3. The major department
4. Total number of pages (including all preliminary pages)
5. Type of paper (e.g., Dissertation, Thesis, etc.)

Terminal Project: The student must submit four copies of the terminal project to the Graduate School. Each copy must be submitted in a black window folder with the title showing clearly through the window of the folder.

Three Course Papers: For the candidate in English who has chosen the three-paper option, two copies of each paper must be submitted to the Graduate Coordinator. Each set of papers must be contained in a black window-folder, in the same order and containing a signature page for each paper and a title page for the folder. See samples in Appendix. Both folders will be housed in the Department of Languages, Literature, and Philosophy. All copies must be of good quality, clear and free of smudges and corrections. Paper must

be of the same type specified above.

### **Binding**

The Graduate School will arrange for the binding of all dissertations, and theses. The binding fee must be paid at the time of presentation. A thesis or dissertation may be microfilmed and/or copyrighted for additional fees.

Terminal projects and course papers are not bound. They are presented in black window folders that may be purchased at the university bookstore.

### **Corrections and Revisions**

The student is responsible for making all corrections and revisions required by the committee. It is now assumed that all theses and dissertations are typed on a word processor and that all corrections and changes will be made before the final printing.

### **USE OF HUMAN SUBJECTS/REGULATORY COMPLIANCE COMMITTEES**

Before conducting research activities using human subjects, including administration of questionnaires, the student must consult the major advisor to determine the procedures of such research. It is mandatory that graduate students engaged in research for thesis/dissertations and special projects submit research protocols to the appropriate Institutional Review Boards (IRB) or Regulatory Compliance Committees (RCC) prior to starting research. Researchers who use animals, human subjects, ionizing radiation, radioactive material or recombinant genetic technology are required to submit research protocols to the appropriate IRB/RCC. The IRB/RCC reviews research projects and works with student researchers to modify projects to ensure that board and/or

compliance standards are upheld. The scope of review primarily encompasses research in but not limited to the following areas: education, the social and behavioral sciences, pure sciences, applied sciences, and health/biological sciences. All students should consult with the Office of Sponsored Research (OSR) and a faculty advisor to determine the necessary and appropriate approvals for all research. Once the research is approved, it should be resubmitted for reevaluation at least once annually until the project is completed. Application forms and guidance on the review process are available from the OSR staff and IRB and RCC chairpersons. Information is also available on the OSR web site at [www.tnstate.edu/osr](http://www.tnstate.edu/osr) (go to compliance on the menu) or phone 963-7631.

### **Deadlines**

It is the responsibility of the student to be familiar with all deadlines established by the Graduate School. The dissertation, thesis, creative project or terminal project must be registered in the Graduate School by the deadlines. After such registration the student may be granted custody of the Graduate School copies for use of his or her committee members. **The student is responsible for the return of all final copies as a condition of graduation.** Failure to meet deadlines will result in a postponement of graduation until the following semester.

### **Selecting a Typist**

In the new world of technology, it is *strongly* recommended that the person who "types" the paper have access to and use a computer or word processor. (Some universities now require that the paper be submitted not only on paper but also on a computer diskette.) Since the paper the student submits to the Graduate School reflects on

the student, the committee, and the university, the Graduate School will not accept a paper that is incorrect in matters of format, style, organization, and grammar. To assist the student in producing an acceptable paper, the Graduate School recommends that the student select a typist who is experienced in the production of advanced papers.

Before making a commitment, there should be a clear understanding between the student and the typist about the cost of the project, including any changes and/or corrections required by the student's committee.

At the outset, the student should furnish the typist with a copy of Guidelines, any departmental regulations, and the manual approved by the department. The typist should also be informed that where there is a difference in the Graduate School Guidelines and the departmental regulations and manual, the Guidelines takes precedent.

The student is ultimately responsible for the correctness of the final paper and must, therefore, proofread the final copy with great diligence.

## CHAPTER III

### PRELIMINARY PAGES

The preliminary pages of a paper are listed in "Style and Format Requirements." Omitted from the list is the copyright page. A copyright is not required. If a student desires to have the paper copyrighted, the copyright page follows immediately after the title page.

#### **Window-Title Sheet**

The window-title page is an unnumbered page that precedes the signature page (approval page) of a terminal project or a course paper. The title or an appropriate abbreviated title and the student's name appear on the sheet and are clearly visible through the window of the black folder.

#### **Signature Page (Approval Page)**

Each copy of the papers submitted to the Graduate School or the course papers submitted to the Head of the Department is required to have a signature page (approval page) on the same brand and weight of paper as the rest of the paper. These sheets must be signed by the committee members after the candidate has successfully defended the these, dissertation or project and made all corrections. The signatures must be original; duplicated signatures are not acceptable. The signature page must conform exactly with the sample in Appendix A. The number of signature lines must be the same as the number of committee members.

**Title Page**

The title page must conform with the sample in Appendix A. The date on the title page must indicate the exact month and year the student will actually receive the degree.

**Copyright (optional)**

Copyrighting your paper establishes a public record of your dissertation and confers additional legal rights, enabling you to file infringement suits and seek statutory damages and attorney's fees. If the student desires to have the paper copyrighted, the copyright page follows immediately after the title page.

**Dedication (optional)**

The dedication is a brief statement or note dedicating the paper to someone in token of affection or esteem. Since it is usually no more than two or three lines, center the word DEDICATION in all capital letters three spaces above the middle of the page. Using the same paragraph indentation as the rest of the text, begin the statement three spaces below the word DEDICATION.

**Acknowledgments (optional)**

Before deciding to include a page of acknowledgments, determine your specific indebtedness to others for information and assistance. Their signatures usually adequately recognize the committee members and the major advisor on the approval page. However, if they have given more than the required assistance, they should be tactfully and specifically acknowledged. The acknowledgments should be brief. Type the word ACKNOWLEDGMENTS in capital letters. Start the content of the acknowledgments

three spaces below the title. The paragraph indentation should be the same as the text.

### **Abstract**

See "Abstract" in "Style and Format Requirements." Also, see sample Abstract page in Appendix A.

### **Preface (optional)**

If the student decides to include a preface, the major advisor and committee members should be consulted.

### **Table of Contents**

The student should consult the manual approved by the major advisor and follow the manual directions carefully. Titles must be worded exactly as they are in the text although the capitalization may be different.

### **List of Tables, Figures, etc.**

The student should consult the manual approved by the major advisor and follow the manual directions carefully. A paper with five or more tables must have a List of Tables. The same rule applies to figures, charts, etc. Titles must appear exactly as they appear in the text.

### **List of Symbols**

The student should consult with the major advisor before including a list of symbols. If the symbols are unfamiliar, they should be explained. However, the student and the student's committee should determine the need for an explanation. None of the preliminaries listed above should appear in the Table of Contents.

## CHAPTER IV

### DIVISIONS OF THE TEXT

Generally, the text of the paper is divided into chapters. Each chapter must be numbered with a Roman numeral. Each new chapter must begin on a new page. The first chapter may be entitled INTRODUCTION. If so, it is labeled and numbered as CHAPTER I. Thereafter, each division is labeled and numbered as a chapter. The chapter number and title must be in all capital letters. If the title of a chapter requires more than one line, it must be double spaced, shaped in an inverted pyramid, and centered. See the sample below:

CHAPTER II (2" from the top)  
(Triple space)

THE REPETITION OF COLOR AS AN INDICATOR OF HEROIC POWER  
(Triple space)

Some of the chapters may require subdivisions. Since there are many different ways for subdividing chapters, the student should follow the directions in the manual approved by the department. If subdivisions are necessary, the student must use the same scheme throughout the text. For information concerning the content of each chapter, the student should consult departmental guidelines which have been approved by the Graduate School, one of the department approved manuals, and "Types of Papers Presented as Partial Requirements for Advanced Degrees" in Guidelines.

## CHAPTER V

### REFERENCES

The bibliography is a reference to the whole paper. It follows the text and is a separate section labeled BIBLIOGRAPHY (or, depending on the approved manual, it may have another heading, such as REFERENCES or WORKS CITED). This section is paged continuously with the text. Arabic numbers are used to designate the pages. If the bibliography is extremely long, a division page usually precedes it, which is unnumbered. The student should consult the approved manual for the form to be used and the placement of the bibliography in the TABLE OF CONTENTS. In writing the entries the student should observe carefully the forms of the different kinds of entries.

The appendix generally follows the bibliography. However, the placement, before or after the bibliography, depends upon the nature of the paper. For consistency of appearance, if a division sheet precedes the bibliography, one should precede the appendix. The appendix is related to the paper in the same way as content footnotes in that it provides spaces for material that is not absolutely necessary to the text. If subdivisions are necessary, they are labeled in this manner: APPENDIX A, APPENDIX B, etc. For more detailed information on what to include in the appendices, the student should consult the manual approved by the department.

## CHAPTER VI

### STYLE

In this chapter on style, no attempt is made to cover all of the questions that might arise. It is assumed that the student who is ready to write an advanced paper has developed sufficient ability to express his or her ideas in writing. The student knows how and when to use reference books such as dictionaries, handbooks of composition, and books of synonyms and antonyms, and is prepared and willing to make many revisions and even a complete and thorough rewriting of the entire manuscript.

#### **Tense**

Ordinarily, a thesis is written in the past tense since it reports research that has already been completed. However, it is permissible to use present and future tense forms for clarity. The student and the major advisor and committee should determine the style of writing.

#### **Sentences**

1. Keep sentences short. Longer sentences should be checked carefully to determine if there are unnecessary words that serve no purpose.
2. Avoid beginning sentences with "There is" and "There are." Begin with a noun.
3. Avoid the use of the first person.

4. Use the simplest words that express your thoughts accurately. Reference books can help you to choose the right words.

### **Capitalization**

Do not over-capitalize. If you are not sure that a word should be capitalized, refer to a handbook of composition or a dictionary.

### **Words Most Often Confused**

Researchers in composition have compiled a list of words that are frequently confused in spelling and meaning, words such as affect and effect, while and although, there and their, etc. A good college handbook on composition will have a list of these words. The student should be familiar with the list.

### **Numbers**

Numbers smaller than 100 are usually written out in non-scientific papers. In scientific papers the basic rule is to spell out the number if it is under 10 and to use the numerals if the number is 10 or higher. Some exceptions to the rule are these:

1. A number that begins a sentence
2. A need to clarify the meaning
3. Cases such as 9 degrees, 2 miles, 8 percent, etc.

When a sentence is extremely long, Arabic numbers in parentheses may be used to clarify meaning and to designate items listed in a series. However, Arabic numbers without parentheses are used to set off a series of items such as the following:

The significant facts about language are these:

1. Language is symbolic.

2. Language is systematic.
3. Language is a human characteristic.

### **Abbreviations**

Avoid all abbreviations except in instances where not to use them would be unreasonable. For example: (1) 25 percent; not twenty-five percent, and (2) 10 p.m.; not 10 post meridian.

### **Punctuation**

All sentences must end with some mark of punctuation: period, question mark, or exclamation point. Internal punctuation may be dashes, commas, semicolons, colons, parentheses, or hyphens. Set the computer to distinguish between hyphens and dashes. A good college handbook of composition will demonstrate how to use proper punctuation.

### **Quotations**

The Prentice Hall Handbook for Writers (Ninth Edition) makes the following statement concerning quotations and plagiarism:

Plagiarism consists of passing off the ideas, opinions, conclusions, facts, words -- in short, the intellectual work -- of another as your own. The most obvious kind of plagiarism occurs when you appropriate whole paragraphs or longer passages from another writer for your own paper. Long word-for-word quotations are rarely appropriate to a paper, but if they ever are, you must indicate clearly that they *are* quotations and indicate their exact source. No less dishonest is the use of all or most of a

single sentence or an apt figure of speech appropriated without acknowledgment from another source. (442)

Students should take care to cite sources carefully and accurately. Plagiarism constitutes grounds for dismissal from the university.

### **Hyphenation**

Avoid mistakes in the hyphenation of words at the end of lines. One-letter and two-letter divisions such as e-vil, en-velope, en-tirely, and a-tone should be avoided. To insure correct hyphenation and spelling, a good dictionary should be used regularly.

### **Manual**

The manual used to guide the paper must be one approved by the student's department. The directions given in the manual, *with the exception of those directions in conflict with the Graduate School Guidelines*, must be followed throughout the paper. The student should, therefore, compare the directions of the manual with the directions of Guidelines and make notes of the differences before beginning to write the paper.

## CHAPTER VII

### TYPES OF PAPERS PRESENTED AS PARTIAL REQUIREMENTS FOR ADVANCED DEGREES

#### 1. The Dissertation

##### **Preliminaries**

Preliminaries for the dissertation include 1) successfully completing the Comprehensive/Preliminary Examination, 2) writing a dissertation proposal, 3) presenting the proposal at a meeting of the candidate's committee, 4) getting the proposal approved by the student's committee, 5) signing of the signature page of the proposal by the committee, which gives permission to pursue the study described in the proposal, and, finally, 6) transmitting a copy of the signature page to the Graduate School.

##### **Doctoral Research**

The student must enroll in Dissertation Research continuously until the dissertation is completed and accepted by the Graduate School.

##### **Dissertation Defense**

The dissertation defense is required of all candidates for the doctoral degree. The College of Education Doctoral Handbook describes the procedure in this manner:

When the chairperson of the guidance committee determines that the dissertation is completed, the student should contact all members of the guidance committee for the purpose of scheduling the dissertation defense.

## 2. The Master's Thesis

### **Preliminaries**

Before writing the master's thesis, the student 1) must be admitted to candidacy, 2) select a Guidance Committee (at least two must be members of the department graduate faculty; the other may be either a graduate faculty member from a closely related discipline or a specialist in the field of the student's minor concentration), 3) file with the Graduate School the outline of the thesis on the form provided by the Graduate School and the projection of the semester in which graduation is planned, and 4) enroll in Thesis Writing. After the first enrollment, the candidate must continue to enroll in Thesis Writing until the thesis is completed and accepted by the Graduate School.

### **Description**

The master's thesis has been described in this manner by a professor in the School of Education:

A [master's] thesis is usually chosen because of a “problematic situation” (a significant difficulty in practice, in theory, or in the interpretation of ideas and events) that exists and requires new research or techniques. The master's thesis, as distinguished from the project, is frequently experimental in nature and not necessarily related to one's immediate experience. The thesis may employ a more sophisticated methodology than the project and utilize such techniques as pre and post tests with intervening treatment, surveys, sophisticated treatment of data, et cetera.

--Dean Roberts, College of Education,  
Tennessee State University

### 3. The Terminal Project

#### **Preliminaries**

Before writing the terminal project, the student 1) must be admitted to candidacy, 2) select a Guidance Committee, 3) file with the Graduate School the outline of the project on the form provided by the Graduate School (see the sample in the appendices) and the projection of the semester in which graduation is planned, and 4) enroll in Project Writing 602 until the project is completed and accepted by the Graduate School.

#### **Description**

The terminal project has been described in these ways by the College of Education and by the Department of English:

The Master's project is designed to allow the in-service teacher and administrator to conduct research that relates to problems and experiences that each encounter everyday. The project is essentially action research or applied research that relates to school and classroom problems. The project is usually descriptive in nature but can be experimental in many circumstances. Usually the project addresses a local problem individual educators encounter and attempt to provide a solution or suggest changes that would improve the situation.

-- College of Education

The subject of the project must be an investigation of some area relevant to the teaching of English in the secondary school. The project should produce some useful conclusions and recommendations. The candidate may, for example, wish to challenge an educational assumption ("All students learn in the same way") or test the capability of a writing program to produce a desired outcome. The subject for investigation should be determined by the candidate and should be selected on the basis of some contemporary problem in the field. Thus, a candidate who wishes to write the history of some local high school will discover that his subject is inappropriate to the purposes of the project. However, a candidate who wishes to compare high school English anthologies of the last fifteen years or so to determine if these texts have kept up with changing student needs and interests will find that his subject is appropriate because its research can lead to useful conclusions and recommendations.

--Department of English

### **Divisions**

There are usually three main divisions of the project: (1) Preliminary Section, (2) Text, and (3) Bibliography. The content of each division may vary with the nature of the study. Thus, the candidate should work closely with the major advisor and the committee. Generally, the three main divisions contain the following information:

### Preliminary Section

1. Window-title sheet
2. Title page (signature page) must conform exactly with the sample in the appendices
3. Acknowledgments (if desired)
4. Table of Contents

### Text

1. Introduction
  - a. Statement of the problem, including any limitations
  - b. Definition of terms
  - c. Methods and procedures employed in gathering information (If subdivisions are needed, the scheme must be consistent throughout the project.)
2. Review of Related Literature
3. Presentation and Interpretation of Information (This section addresses the action or descriptive research as applied to a local problem or situation, but does not prelude sophisticated statistical treatments.)
4. Summary and/or Conclusion (This may include recommendations, depending upon the type of information gathered.)

### Bibliography

To ensure the uniformity of terminal projects written in the College of Education, the students are required to use the manual written by Campbell and Ballou.

#### 4. The Creative Project for the Master's Degree

##### **Preliminaries**

In the discipline approved by the Graduate Council, a student may elect the creative project as partial fulfillment for the degree requirement. Before writing the project, the student 1) must show evidence to the faculty committee that he/she possesses the talent and understanding necessary to compose the literary work or the musical composition, 2) receive the unanimous approval of the committee, 3) obtain the agreement that one of the committee will guide the creative project, 4) submit three copies of the creative project outline to the Graduate School for the approval of the Graduate Dean, and 5) enroll in Thesis Writing 512 until the creative project is completed and accepted by the Graduate School. Prior to doing any of the above, the student must be admitted to candidacy.

##### **Description**

The creative project for the master's degree is an original literary work (novel, collection of poems, collection of short stories, drama, or film) or a musical composition written specifically for satisfying the degree requirement. It contains at least five parts:

1. Title page
2. Signature page
3. Introduction
4. Creative project
5. Evaluation that includes values derived by the author in insight and skill.

Other parts may be included with approval of the major advisor, committee and head of the department.

## 5. The Course Papers

### **Preliminaries**

Before writing the course paper, the student must obtain permission to write it from the professor of the course and get the agreement from the professor that he/she will be chief advisor for the paper. The student must be enrolled in English 508 during the period in which the completed series is approved. Since the course papers are department projects, the student should be familiar with both department and Graduate School Guidelines particularly those department guidelines that are in conflict with Graduate School guidelines. The student is advised to make notes of the differences before he or she begins to write the first course paper.

### **Description**

Course papers are three 15 to 20 page scholarly papers written as partial fulfillment of the requirements for the master's degree in disciplines approved by the Graduate Council. The subjects of these papers are taken from three of the courses that the student takes for the degree program. The papers are written in addition to the course requirements. One hour of credit is given for these papers.

Each course paper contains at least three parts: (1) Title page (signature page), (2) Text, and (3) Bibliography. Unlike the second and third course papers, the first paper has four parts: (1) Window-title sheet, (2) Title page (signature page), (3) Text, and (4) Bibliography. The window title page of the first course paper has the following caption:

THREE ENGLISH COURSE PAPERS

By

Ruth Anne Malone

This caption should be clearly visible through the window of the black folder. For more information see "Three Course Papers" in "Style and Format Requirements."

## APPENDIX A

### Sample Pages

(Two inch top margin)

THE IMPACT OF TRANSFORMATIONAL GRAMMAR ON THE FLUENCY  
OF WRITTEN COMPOSITION AT THREE GRADE LEVELS

(Twelve single spaces)

A Dissertation

Submitted to the Graduate School

of

Tennessee State University

in

Partial Fulfillment of the Requirements

for the Degree of

Doctor of Education

(18 single spaces; may vary according to length of title)

Graduate Research Series No. \_\_\_\_\_

Marilyn G. King

May 2004

(Two inch top margin)

THE IMPACT OF TRANSFORMATIONAL GRAMMAR ON THE FLUENCY  
OF WRITTEN COMPOSITION AT THREE GRADE LEVELS

(Twelve single spaces)

A Dissertation

Submitted to the Graduate School

of

Tennessee State University

in

Partial Fulfillment of the Requirements

for the Degree of

Doctor of Education

(18 single spaces; may vary according to length of title)

Marilyn G. King

May 2004

(Two inch top margin)  
TITLE

(Twelve single spaces)

A Thesis  
Submitted to the Graduate School  
of  
Tennessee State University  
in  
Partial Fulfillment of the Requirements  
for the Degree of  
Master of Science

(18 single spaces; may vary according to length of title)

Graduate Research Series No. \_\_\_\_\_

Marilyn G. King

May 2004

(Two inch top margin)  
TITLE

A Creative Project  
Submitted to the Graduate School  
of  
Tennessee State University  
in  
Partial Fulfillment of the Requirements  
for the Degree of  
Master of Arts

Graduate Research Series No. \_\_\_\_\_

Student's Name

Date of Graduation

ECHOES OF WHITMAN IN GINSBERG

A Course Paper

Submitted to the Major Advisor

in

The Graduate Curriculum of English

as

Partial Fulfillment of the Requirements

for the Degree of

Master of Arts

at

Tennessee State University

Nashville, Tennessee

by

Student's name

Approved:

\_\_\_\_\_  
Date \_\_\_\_\_  
Director of Paper

\_\_\_\_\_  
Date \_\_\_\_\_  
Department Chairman

May 2004

(Two inch top margin)

Copyrighted © Degree Year

by

Name

All rights reserved

To the Graduate School:

We are submitting a (type of paper; e.g., thesis, dissertation, etc.) by (Student's name) entitled "....." We recommend that it be accepted in partial fulfillment of the requirements for the degree, Master of ..... in .....

---

Chairperson

---

Committee Member

---

Committee Member

---

Committee Member

Accepted for the Graduate School:

---

Dean of the Graduate School

APPROVED DEGREE STATEMENTS FOR THE SIGNATURE PAGE

Substitute the statement that applies to your degree program.

Master's Degree

. . . for the degree, Master of Arts in \_\_\_\_\_.

. . . for the Master of Arts in Education degree in \_\_\_\_\_.

. . . for the Master of Education degree in \_\_\_\_\_.

. . . for the degree, Master of Science in \_\_\_\_\_.

. . . for the degree, Master of Science in \_\_\_\_\_ with concentration in \_\_\_\_\_.

. . . for the degree, Master of Engineering.

. . . for the degree, Master of Public Administration.

. . . for the degree, Master of Business Administration

. . . for the degree, Master of Criminal Justice in Criminal Justice Administration.

Doctor of Education

. . . for the degree, Doctor of Education in \_\_\_\_\_.

. . . for the degree, Doctor of Education in \_\_\_\_\_ with concentration in \_\_\_\_\_.

Doctor of Philosophy

. . . for the degree, Doctor of Philosophy in \_\_\_\_\_.

(Two inch top margin)

ABSTRACT

JOHN JACOB JONES. The Use of Color Imagery in The Color Purple (under the direction of DR. PHYLLIS BRIDGETOWER.)

This research explores the use of colors in the work of . . . .

(Not more than 350 words)

## APPENDIX B

Approved Manuals by Colleges/Schools and Departments

## APPROVED MANUALS BY SCHOOLS AND DEPARTMENTS

### School of Agriculture and Consumer Sciences

Consult your advisor.

### School of Allied Health Professions

Consult your advisor.

### College of Arts and Sciences

Biology --- Slade, C., Campbell, W. G. and Ballou, S.V. (1994). *Form and Style: Research Papers, Reports, Theses*. Boston: Houghton Mifflin Co.

Chemistry --- Slade, C., Campbell, W. G. and Ballou, S.V. (1994). *Form and Style: Research Papers, Reports, Theses*. Boston: Houghton Mifflin Co.

Criminal Justice --- Slade, C., Campbell, W. G. and Ballou, S.V. (1994). *Form and Style: Research Papers, Reports, Theses*. Boston: Houghton Mifflin Co.

English --- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. Sixth ed. New York: Modern Language Association of America, 2003.

Mathematics --- Consult your advisor.

### College of Education

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.

Slade, C., Campbell, W. G., & Ballou, S.V. (1994). *Form and Style: Research Papers, Reports, Theses*. Boston: Houghton Mifflin Co.

### College of Engineering, Technology and Computer Science

Consult your advisor.

### Institute of Government

Turabian, K. L. (1996, March). *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press (Trd).

School of Nursing

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.

## APPENDIX C

### Checklist for Completing Thesis/Dissertation



## 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

(TSU Seal)

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