The SCHOOL OF GRADUATE STUDIES

Welcomes You

Please complete our Sign In Document

TSU GRADUATE SCHOOL THESIS / DISSERTATION

BIG 10 QUALITY CHECKS

Drop In Chat Where You
Are in This Process:
-Prospectus
-Defense
-Assembling Your Committee
-Praying for Strength ☺

MARK YOUR CALENDAR

TENNESSEE STATE UNIVERSITY

The Graduate School
After Hours/Dark

Graduate students completing /editing their theses & dissertations can drop in with those "final hour" questions.

Saturday Session
March 16th - 9:00 am -12:30 pm

Thursday After Hours Session
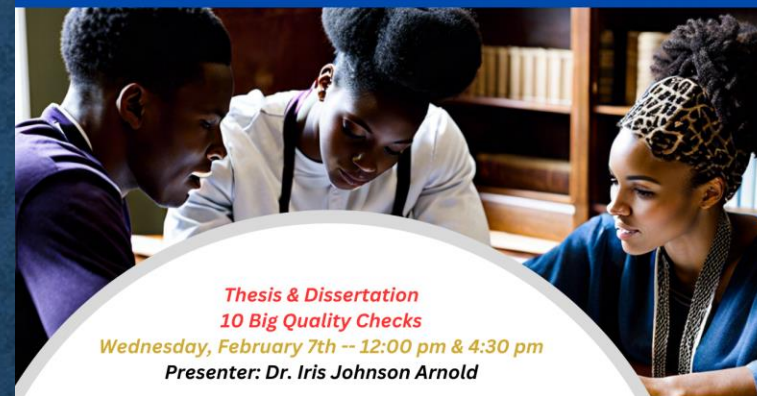March 21st - 5:30 pm - 7:30 pm

We Are Here to Help

Reach out to Dr. Iris Johnson Arnold with questions
ijohnson@tnstate.edu

TENNESSEE STATE UNIVERSITY

THESIS/DISSERTATION WORKSHOP SERIES

Presented by the School of Graduate Studies

The goal of this series is to move students closer to research completion and graduation. Be sure to attend.

**Thesis & Dissertation
10 Big Quality Checks**
Wednesday, February 7th -- 12:00 pm & 4:30 pm
Presenter: Dr. Iris Johnson Arnold

Qualitative Research
Wednesday, February 21st--12:00 pm
Presenter: Dr. Kisha Bryan Jordan

SPSS & Statistical Analyses
Wednesday, February 28th -- 4:30 pm
Presenter: Dr. Owen Johnson

IRB Process
Wednesday, March 13th - 4:30 pm
Presenter: Dr. Monique McAllister

Library & Research Services
Wednesday, March 20th - 4:30 pm
Presenter: Dean Glenda Alvin

Tools for Reference Formatting: Endnote
Wednesday, -March 27th - 12:00 pm
Led By Dr. Bharat Pokharel

*Questions?
Email
Dr. Iris Johnson Arnold
ijohnson@tnstate.edu*

TENNESSEE STATE UNIVERSITY IS AN AA/EEO EMPLOYER
TSU-24-070(A)-7g-18000

WHAT'S NEW TO SHARE?

[Thesis and Dissertation Writing Process – Graduate School Website](https://www.tnstate.edu/graduate/Thesis%20and%20Dissertation%20Workshop.aspx)

- https://www.tnstate.edu/graduate/Thesis%20and%20Dissertation%20Workshop.aspx

SPRING 2024 KEY DATES

- March 15, 2024 is the last day to apply for Spring graduation via myTSU

- March 8, 2024 is the last day to defend Theses and Dissertations

- March 22, 2024 is the last day to submit Theses/Dissertations into ETD ProQuest

https://www.tnstate.edu/graduate/thesesdissertations.aspx

SUMMER 2024 KEY DATES

- July 15, 2024 is the last day to apply for Summer graduation via myTSU.

- June 27, 2024 is the last day to defend Theses and Dissertations

- July 18th is the last day to submit Theses/Dissertations into ETD ProQuest

https://www.tnstate.edu/graduate/thesesdissertations.aspx

March 22nd is the last day to submit Theses/Dissertations into ETD ProQuest for SPRING

TSU ELECTRONIC THESIS & DISSERTATION
CHECKLIST

ELECTRONIC THESIS & DISSERTATION CHECKLIST

This Checklist is used to simplify the review of your document by the Graduate School. It is to ensure that student has met all thesis/dissertation completion requirements. This form must be completed, signed by student and Chair of the Thesis/Dissertation Committee, and deposited to the Graduate School along with other documents specified in the Checklist. Do NOT submit your electronic thesis/dissertation if you have not met any requirements on this "Checklist."

PRELIMINARY STEPS

- [ ] Enrolled in thesis/dissertation credits this semester.
- [ ] Successfully defended my thesis/dissertation.
- [ ] Read and followed the "*Guidelines for the Preparation of Dissertation Projects, and Course Papers*" (visit:http://www.tnstate.edu/graduate/thesesdissertations.aspx).
- [ ] Followed style manual of my discipline: American Psychological Asso 7th edition, MLA 9th, ACS, IEEE
- [ ] My thesis/dissertation consistently followed one of the above style man
- [ ] My thesis/dissertation meets the university's academic integrity standa *Graduate Catalog*.
- [ ] Committee Chair has checked my thesis/dissertation with plagiarism us ®, Grammraly.

ORGANIZATION

- [ ] Title Page
  a. **Title Page is the first page in your d** **is Page Number 1(Required) 2 inche** **paper**
  b. **Title (Centered/No more than 12 wor** **which means first letter is capitalized** **letters lower case,**
  c. **Keywords: (italicized, no more than fi**
  d. **Running Head no more 50 spaces**
- [ ] Copyright Page (Optional and included only if the $75/00 fee is paid)

- [ ] Committee Page (required)
  a. Committee Members line up (right side) and signatures
  b. Graduate Dean Line
- [ ] Dedication Page (Optional)
- [ ] Acknowledgments (Optional)
- [ ] Abstract (not to exceed 250 words)(Required)
- [ ] Contents (Required)
- [ ] List of Tables (Required if there are five or more)
- [ ] List of Figures, Charts, etc. (Required if there are five or more figures
- [ ] List of Abbreviations (Optional)
- [ ] List of Symbols (Optional)
- [ ] Text is divided into chapters designated (Chapter1: Introduction, Chap of Literature, Chapter 3: Methodology, Chapter 4: Findings, Chapter 5
- [ ] References conform to style manual of my discipline: APA 7th ACS, M edition, IEEE
- [ ] Appendices conform to style manual of my discipline
- [ ] Curriculum Vitae (optional)
- [ ] IRB Approval (if applicable)
- [ ] CITI Certificate (if applicable)
- [ ] Instruments (if applicable)
- [ ] Letters (if applicable)

- [ ] a. Digital Copy: 1 inch top/bottom/left/right
- [ ] b. Bound Copy: 1.5 inches left, 1 inch top/bottom/right
- [ ] c. 1 space after punctuation marks. (checking 5 times throughout page

SPACING

- [ ] All text is double spaced with no extra before or after paragraphs.
- [ ] One space after period.

PAGINATION

- [ ] Every page should be assigned a number
- [ ] The APA Style rules direct authors to start page numbering at t top right corner of the page, flush right (APA, 2020, p. 44). Th continue in that position to the last page of the document. Dec Dedication, Acknowledgements, Preface.

MISCELLANEOUS

- [ ] There are no widows or orphans. Move any widow or orpha
- [ ] All page numbers in the Contents correspond with page num
- [ ] All citations in the text are included in the Reference sectio

ELECTRONIC SUBMISSION

- [ ] After a successful defense and after the requested changes a thesis/dissertation, then convert the Word file to a PDF file a State University ETD ProQuest website: https://www.etdadr bin/student/etd?siteId=52.
- [ ] Included and typed names of committee members with each on the Committee Page as page ii (second page) of your man

ITEMS TO SEND TO THE GRADUATE SCHOOL *(After Electronic Submission)*

- [ ] Signed Report on Thesis/Dissertation Final Oral Examination (Defense)
- [ ] Degree Works approved by advisor to verify and validate programs of study.
- [ ] Survey of Earned Doctorates (SED) "Certificate of Completion" (Ph.D. candidates only). Open https://sed-ncses.org/login.aspx to access the SED send to Graduate School.

I, the thesis/dissertation student have checked the manuscript for all of the above items.

Student's name (pleaseprint): _____

Signature:_____ Date:_____ E-mail Address: _____

I, the thesis/dissertation chair have checked the manuscript for all of the above items. I understand that I am responsible for verifying that the manuscript meets the university's academic integrity standards and the Graduate School's format and style guidelines.

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

Signature:_____ Date:_____ E-mail Address:_____

START WITH COMMITTEE CHAIR

➢ Responsible for assisting the student in establishing and conducting thesis/dissertation research,

➢ Assisting student in identifying committee members (aligned to research)

➢ Collaborating with committee members about:

- Assisting student with research proposal
- Review of literature, statement of problem, significant of study, formulation of research questions and/or hypotheses,
- Methodology,submitting to IRB, research findings, implications, and recommendations,

➢ Coordinating and convening with committee members the student's proposal defense and oral defense,

➢ Verifying originality of thesis/dissertation

➢ Ensuring approved college/department writing format (APA, MLA, IEEE. ACS)

➢ Adherence to Graduate School Writing Format

APPROVED WRITING FORMATS

- **APA 7TH EDITION**
  - **American Psychological Association**
- **MLA 9TH EDITION**
  - **Modern Language Association**
- **IEEE**
  - Institute for Electrical and Electronics Engineers
- **ACS**
  - **American Chemical Society**

*PLEASE CHECK WITH YOUR COLLEGE/DEPARTMENT FOR YOUR APPROVED FORMAT.
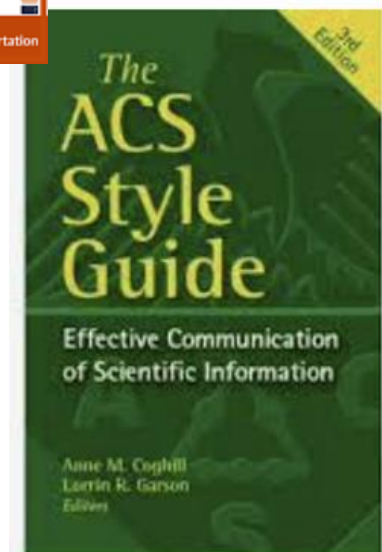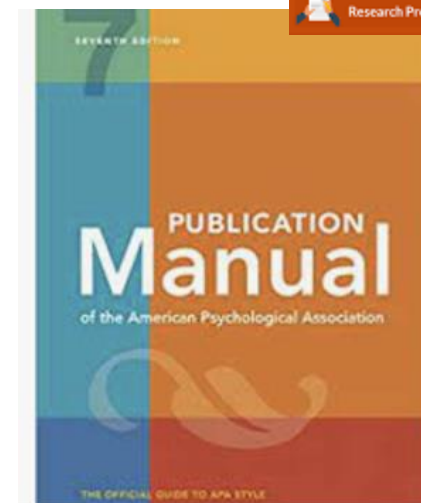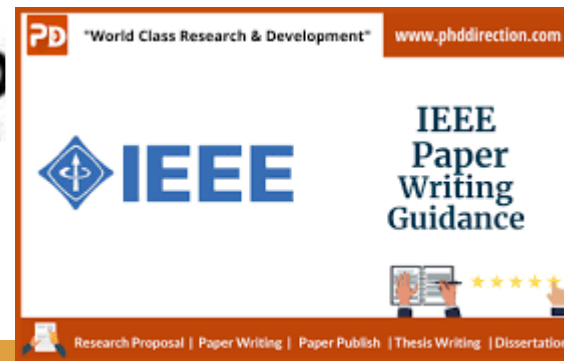
COMMITTEE CHAIR : SUBMIT TO GRADUATE SCHOOL

➢ **Thesis/Dissertation Oral Defense Form**

- Signature of Committee Members
- Approval or denial (if denial to identify area(s) for improvements
- **Verification originality** (TURNITIN, ETC)
- Adherence to Graduate Writing Format Requirements
- Signature of **Department Chair**
- Signature of **College Dean**
- Coordinate with you/the student any updates from the Graduate School regarding **ProQuest** publication and the chair resubmits to Graduate School

TSU FORMATTING & STYLE GUIDELINES
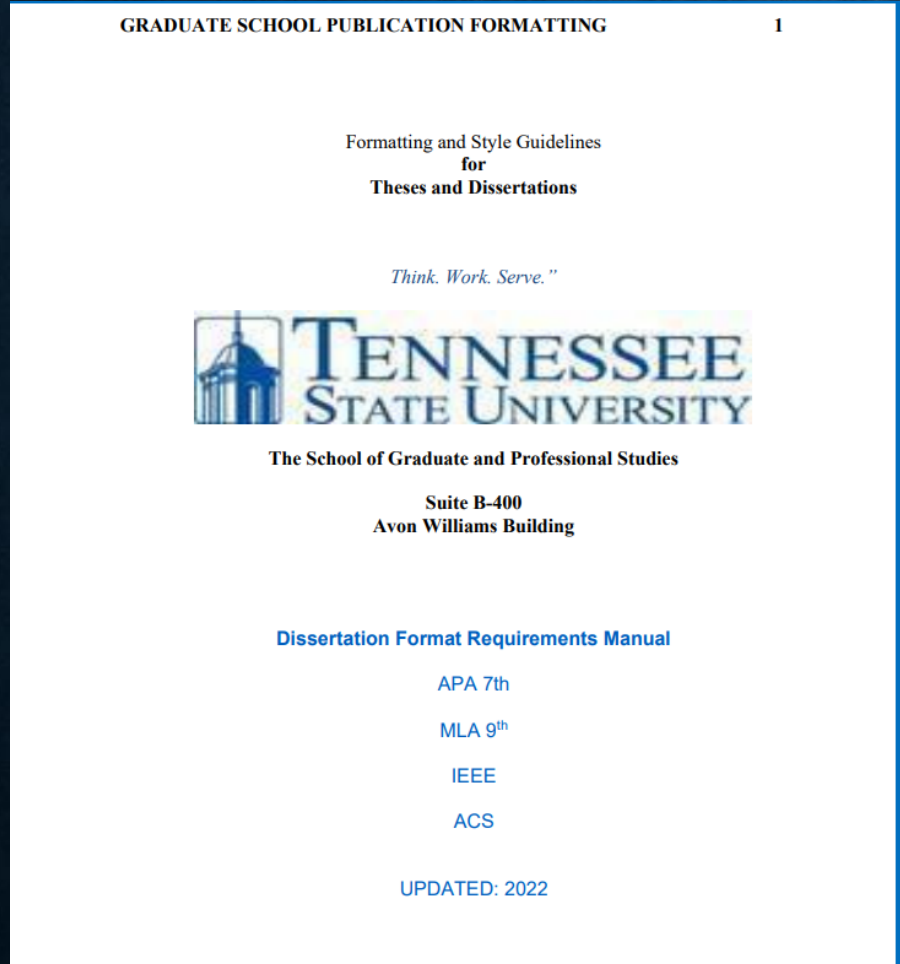
BIG 10 QUALITY CHECKS

1. Title Page
2. Running Head
3. Page Numbers
4. Margins & spacing
5. Fonts
6. Abstract
7. Committee Page
8. Contents Page
9. Headings
10. Appendices

#1: TITLE PAGE

Running Head (one inch from top)

Title of Paper
- **2 inches from top of paper**
- **Title (Centered/No more than 12 words**
  - **Title Case which means first letter is capitalized and the other letters lower case**
  - ***Title Case:** capitalize the first word, the last word, and all major words in between.*
- **Capitalize the first word and if it has at least 4 or more letters regardless of it value (When, What, Which, etc.)**

- **Place Keywords on the title page: (italicized)**
  - **The word *keywords* is italicized**
  - **The actual five words are not italicized:**
    - **no more than five words**

EXAMPLE:
***Keywords:* Phonology, Semantics, Aural Rehabilitation**

Running Head

The running head is located under the 1 inch magin and flushed left. A running head can be up to 50 characters (including spaces) and written in All CAPITAL LETTERS. It is left-aligned and appears on all pages, including the title page. It is not necessary to put the label "Running head" in front of the title.

Title of Paper –

placed two inches from the top of the page

The title page page is numbered (1) in the far right corner

Title (Centered/No more than 12 words/Title Case which means

first letter is capitalized and the other letters lower case,

IF MORE THAN ONE LINE,

USE INVERTED PYRAMID FORM

A Thesis or Dissertation

Submitted to

The School of Graduate and Professional Studies

Department Name

Tennessee State University

2. RUNNING HEAD

Thesis/Dissertation is considered a Professional Paper

- **Running Head (under the 1 inch margin and flushed left)**

  An APA running head can be up to 50 characters (including spaces) and is written in **ALL CAPITAL LETTERS**.
- It's <u>left-aligned</u> and <u>appears on all pages</u>, including the <u>title page</u>.
- It's not necessary to put the label "Running head" in front of the title (as was the case in <u>APA 6</u>).

Running head
(only professional papers)

Page number

APA page header.docx

SOCIAL COMPARISONS ON SOCIAL MEDIA

1
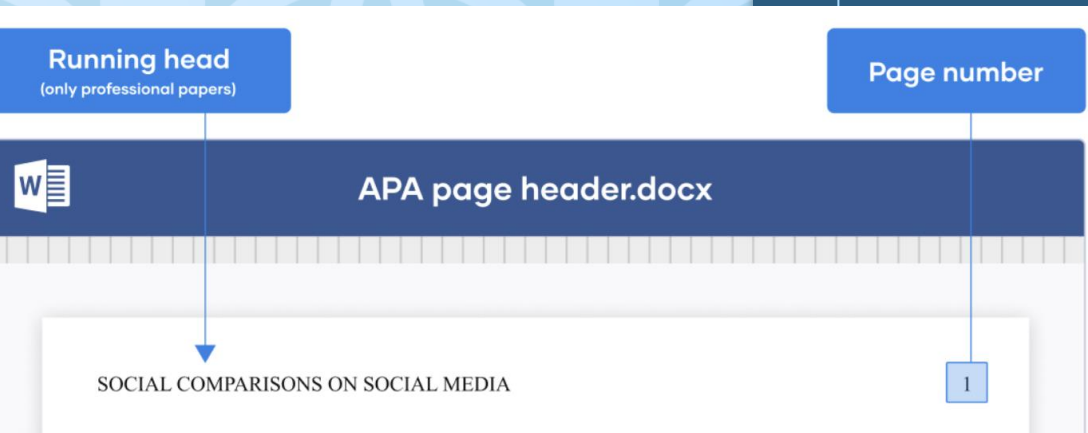
#3: PAGE NUMBERS

- ALPHANUMERIC PAGE NUMBERS (no Roman Numerals)
  - 1, 2, 3, 4 ……

  ALL Pages including title pages

- **Page Numbers**
  The APA Style rules direct authors to start page numbering at **"1"** on the <u>title page in the top right corner of the page</u>, <u>flush right</u> (APA, 2020, p. 44).

  The page numbers should continue in that position to the last page of the document.

#4: MARGINS & SPACING

Margins & Spacing
- **Digital Copy: 1 inch top/bottom/<u>left</u>/right**
- **Bound Copy: <u>1.5 inches left</u>, 1 inch top/bottom/right**

- **1 space after punctuation marks.**

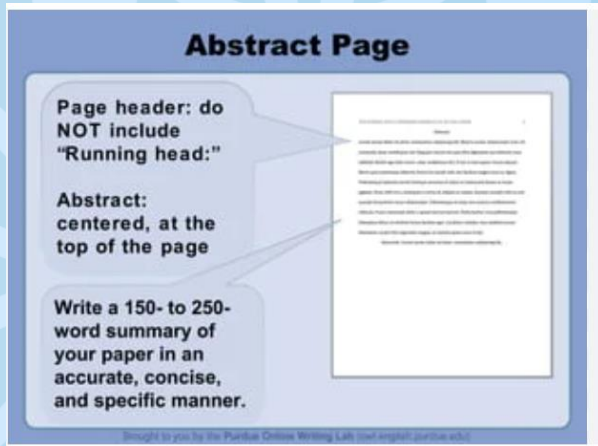 ****Graduate School: (checking 5 times throughout page)**

#5: FONTS

- **Times New Roman 12pt**
- Arial 11pt.
- Georgia 11 pt

6: ABSTRACT

(NO MORE THAN 250 WORDS)
PAST TENSE NOTING RESEARCH WAS COMPLETED.

- Your abstract page should already include the **page header**

- On the first line of the abstract page, center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks).

- Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.)
- Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions.

- You may also include possible implications of your research and future work you see connected with your findings.

Abstract Page

Page header: do NOT include "Running head:"

Abstract: centered, at the top of the page

Write a 150- to 250-word summary of your paper in an accurate, concise, and specific manner.

6: Abstract

Your abstract should be a single paragraph, double-spaced.
Your abstract should be between 150 and 250 words.

7: COMMITTEE PAGE

- **Committee Page**
  - Committee Members line up (right side) and signatures
  - Be mindful to include the correct degree (Ph.D., Ed.D, M.S., etc) for your committee members
  - Graduate Dean Line

COMPONENTS OF DISSERTATION

1. Title
2. Copy Right (optional) *Included only if the fee is paid $75.)
3. Committee Page (required)
4. Dedication Page (optional)
5. Acknowledgements (optional)
6. Abstract (required)
7. Contents
8. List of Tables (if more than 5)
9. List of Figures (if more than 5)
10. List of Illustrations (if more than 5)
11. List of Abbreviation (it more than 5)
12. List of Symbols (optional)
13. Chapter 1: Introduction
14. Chapter 2: Review of Literature
15. Chapter 3: Methodology
16. Chapter 4: Findings
17. Chapter 5: Conclusion
18. References
19. Appendices
20. Curriculum Vita
21. IRB Approval   (if applicable)
22. CITI Certificate (if applicable)
23. Instrument (if applicable)
24. Letters (if applicable)

8: CONTENTS PAGE

- **Contents Page**
  - No word 'Table' only **Contents** (centered, bold)
  - Headings and Subheadings
  - Page Numbering
    Graduate School will conduct a (5) random check of page numbers verification with pages)
  - You should have a 'Table Page' (if you have more than 5 tables)
  - You should have a 'Figure Page' (if you have more than 5 figures)

Heading

Page number → 1

Level 1 heading →

Level 2 heading

Level 3 heading

TABLES

Figure Elements

Number — **Figure 1**

Title — *Participant Response Frequencies Regarding Priority of Graduate School Advising*

Image —

Note (optional) — *Note.* The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"
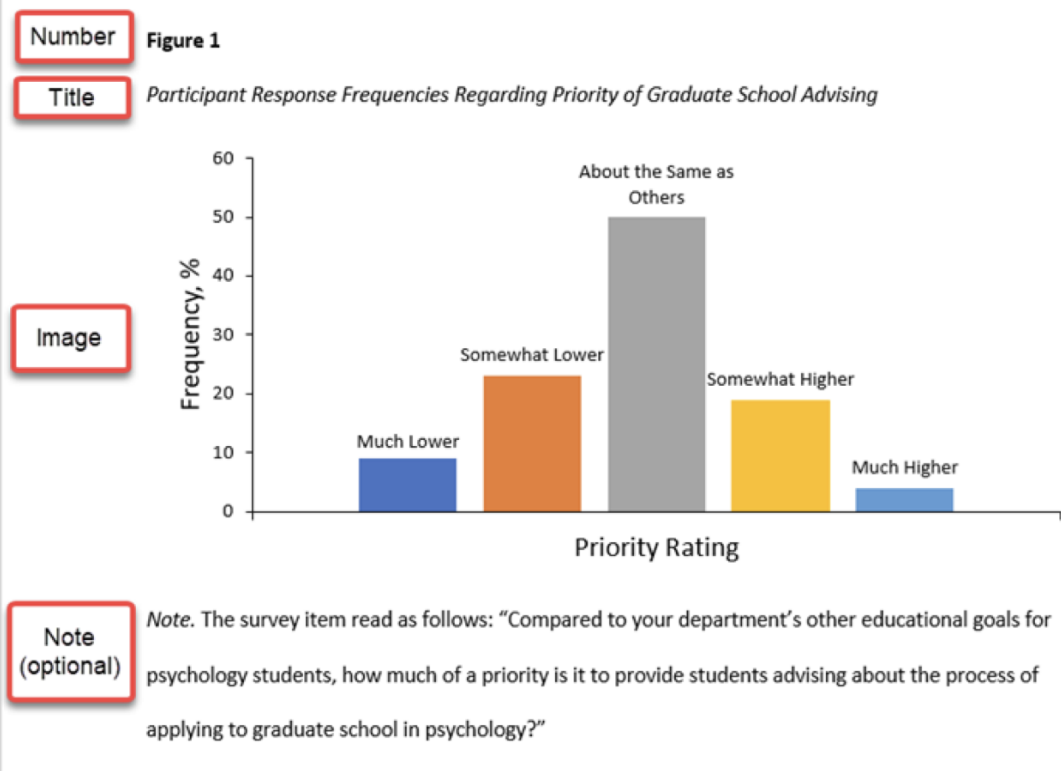
FIGURE EXAMPLE

#9. HEADINGS

- The Graduate School will be reviewing the headings for the appropriate format (which may vary)

- APA 7TH EDITION
  - American Psychological Association
- MLA 9TH EDITION

  - Modern Language Association
- IEEE

  - Institute for Electrical and Electronics Engineers
- ACS

  - American Chemical Society

9: HEADINGS CENTERED, BOLDFACE, TITLE CASE

Title Case: capitalize the first word, the last word, and all major words in between.

APA Headings	
Level	**Format**
1	Centered, Boldface, Title Case Heading Text starts a new paragraph.
2	**Flush left, Boldface, Title Case Heading** Text starts a new paragraph.
3	***Flush Left, Boldface Italic, Title Case Heading*** Text starts a new paragraph.
4	**Indented, Boldface Title Case Heading Ending With a Period.** Paragraph text continues on the same line as the same paragraph.
5	***Indented, Boldface Italic, Title Case Heading Ending With a Period.*** Paragraph text continues on the same line as the same paragraph.

Figure Line Spacing

Double-space number and title

Default settings for spacing in image

(adjust as needed for readability)

Double-space note

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

9: REFERENCE PAGE

Random format check of 3 citations per page

Reference List (*APA Manual* 2.12, chapter 9)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and a flush-right page number in the header. List sources alphabetically with no extra lines between sources.

References

Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.

American Psychological Association. (2017). *Stress in America: The state of our nation.* https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf

Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry, 16*(5), 340–347. https://doi.org/10.1016/0163-8343(94)90021-5

Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics, 42*(6).

Title (9.43): Center the bolded word "References" in the same size and font as the title of your paper.

Hanging Indent (9.43): Set a ½-inch indent for citations that extend more than one line. Do not attempt to create this appearance manually by adding spaces, hard returns, and tabs. Instead, use your program's built-in process for hanging indents.

MLA Works Cited page.docx

Canfield 35

Works Cited

Adams, Amanda. *Citing Sources: How to Cite a Book.* Academic Press, 2019.

Barnes, Barney. "A Chapter in an Edited Collection." *A Book of Examples,* edited by John Smith, Academic Press, 2019, pp. 25–35.

Clarkes, Christopher, and Brian D. Smith. "The Title of the Article." *Website Name,* 15 Sep. 2019, www.scribbr.com/page.

Dayton, Daniels, and Bob Matthew Williams. "Journal Article Title." *Journal of Academic Research,* vol. 32, no. 15, 2014, pp. 152–265, https://doi.org/10.1080/0667.2018.1560449.

Scribbr

IEEE Citation Format

Bracketed numbers have to be placed before the start of each entry.

The author's name should be listed as First Initial and Last Name. For example, Einar Jonas Halldorsson should be cited as Ó. Jonas Halldorsson and not as Jonas Einar, Halldorsson.

[Number] First Name Initial(s) Last Name. "Page Title." Website Title. Web Address [accessed Month Day Year].

Articles have to be put in quotation marks.

Journal or book has to be in italics.

Example in Bibliography:

[8] D. Wilson. "Aeronautics Management and Psyche: Templates." Nevada Center Engineering Institute. http://www.site.org [accessed Feb. 14, 2018].

ACS Citation Format
Books in Print:

King, L. W. *Multidimensional 3D chemistry models: a general laboratory approach*, 7th ed.; Larson Hall Publishing: Jacksonville, Fla, 2009; p 34. —mark the names of scientific journals and the book titles in italics.

Electronic Book:

Cunningham, K. R.; Farlington, C. *Quantum Theory & Chemical Relativity* [Online]; Liverpool University Press: Liverpool, UK, 2017; p 11. http://libguides.liverpool.ac.uk/subject_chemistry [accessed Jan 26, 2021].

Chemistry Encyclopedias:

Quantum Crystals. *Encyclopedia of Industrial Chemistry*, 5th ed.; BC: Lindau, Germany, 1970; Vol. A2, pp 512-534. —When working with DOI reference, the title is not placed in italics.

Scientific Journals:

Nakamura, T.; Sakakibara, M.; Noda, H.; Harono, K.; Nakamura, E. Capturing The Moment Of Emergence Of Crystal Nucleus From Disorder. *Journal of the American Chemical Society* 2021.

Website:

Pinho, G. Ten chemistry innovations that Ipac says could change the world. https://www.chemistryworld.com/news/ten-chemistry-innovations-that-ipac-says-could-change-the-world/4012741.article [accessed Jan 26, 2021].

"References" section label

References

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines*

for the undergraduate psychology major (Version 2.0).

https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process.

Teaching of Psychology, 33(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate

Departments of Psychology.

https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.

pdf

Screenshot

Alphabetical list of references

Double-space the entire reference list

(both within and between entries)

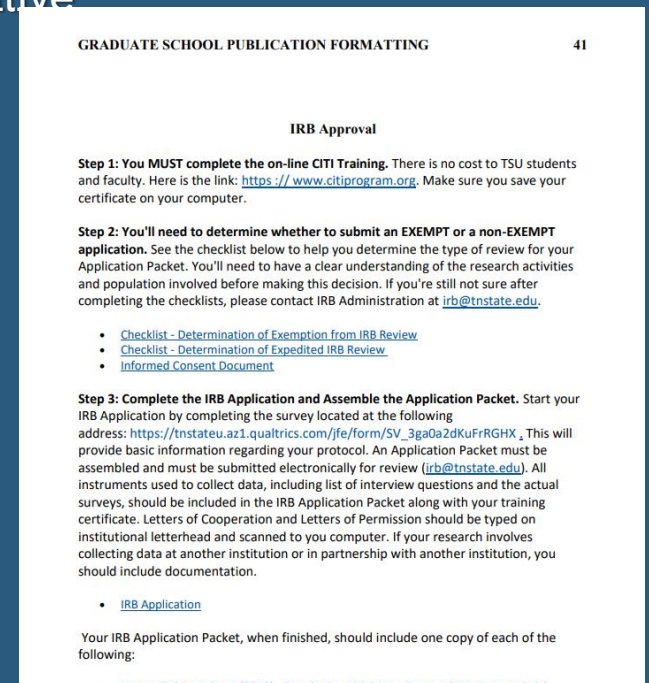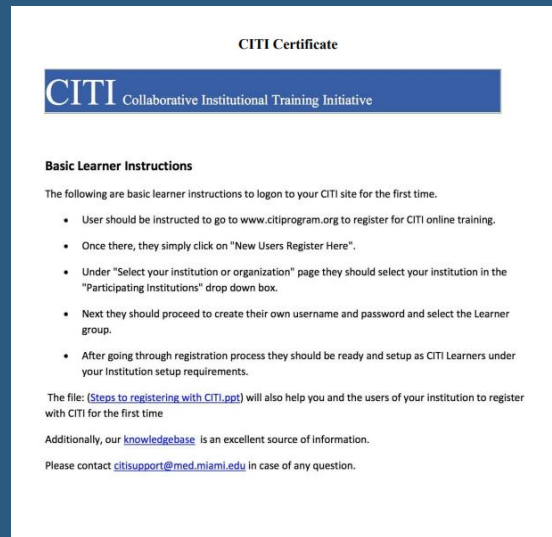Italics in reference entries either

on the title
(e.g., webpages, books, reports)

or

on the source
(e.g., journal articles, edited book chapters)

10: APPENDICES

- IRB
  - Institutional Review Board
- CITI Certificate
  - Collaborative Institutional Training Initiative
- *Copy of Instrument/Survey

ADDITIONAL RESOURCES

- APA 7th Edition: https://youtu.be/Pm-hDUC2Hgo

- Literature Review APA 7tth: https://youtu.be/wKE8URD0YT8

- Section Headings APA 7th: https://youtu.be/oPvvikR-zZA

- Citations APA 7th : https://youtu.be/F_yHfsX3SG8

    Purdue Online Writing Lab. (n.d.). *APA Tables and Figures*. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html

- APA 7th Edition https://youtu.be/Ae6mQBUVqVE

- APA 7th Edition for Tables and Figures: https://youtu.be/ytnies1s65o

The
SCHOOL
OF
GRADUATE STUDIES
Thanks You For Attending

Did You Complete the Sign In Document?

UPCOMING SESSIONS