

Thesis Guidelines

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*This guide contains general information.
Please consult your thesis committee for details and departmental guidelines.*

Table of Contents

THESIS COMMITTEE	3
Selection of Thesis Committee Members	3
Policy	3
Definitions	3
HUMAN/LIVE VERTEBRATE SUBJECTS	4
COPYRIGHT ISSUES.....	4
REGISTRATION FOR THESIS CREDIT	4
FORMATTING STANDARDS	5
Captions	5
Headings.....	5
Language	5
Margins	5
Pagination	5
Paper	5
Printing.....	6
Sequence of Pages	6
Style.....	6
Title Page.....	6
COMMON ERRORS.....	7
Acknowledgements Page.....	7
Citations and References	7
Grammar	7
Name of the Degree.....	7
Page Numbering/Sequence	7
Proofreading	7
Running Head.....	7
Signature Page	7
Spelling.....	8
Stapling, 3-Hole punching, & White-Out	8
Table of Contents.....	8
Typos.....	8
Using Another Thesis as a Template	8
Sample Pages	9

Committee Signature pages.....	9
Committee Signature Page (with Lines for Print Publication)	9
Committee Signature Page (without Lines for Digital Publication)	10
Library Authorization pages.....	11
Library Authorization (with lines for Print Publication)	11
Library Authorization (without lines for Digital Publication)	12
Title Page.....	13
Table of Contents.....	14
Thesis Publication	15
Submitting Thesis for Graduate Dean’s Approval.....	15
Preparing Master’s Thesis for Posting to Wilson Library Digital Archive.....	15
Delivering Thesis for Copying and Binding.....	19
Ordering	19
Receiving Your Degree	20

THESIS COMMITTEE

Selection of Thesis Committee Members

The selection of thesis committee members is an important quality assurance component of any student’s graduate education. Therefore, selection of effective committee members is important not only to the student but to the academic unit, the Graduate School, and the individual faculty members. Selection of thesis committee members should be based on the expertise they can contribute to the research and writing of the thesis.

Policy

All members of thesis committees shall be designated or approved as graduate faculty. For a thesis committee, two members (including the committee chair) must be tenured or tenure-track graduate faculty in the student’s academic department.

Definitions

- **Graduate Faculty:** Faculty members designated as “graduate faculty” by their academic department based on their expertise, interest, qualifications and participation. This general category is composed of tenured or tenure-track graduate faculty and adjunct/temporary graduate faculty. A graduate faculty member must have the terminal degree.
- **Tenured or Tenure-Track Graduate Faculty:** Tenured or tenure-track WWU faculty members are hired into permanently funded positions.
- **Adjunct/Temporary Graduate Faculty:** Individuals who possess specialized expertise or skills that are hired from outside the department to assist in the instructional mission of the department. To serve on a thesis committee, adjunct/temporary faculty must have the approval of the Graduate School
- **Committee:** Three graduate faculty members constitute a **thesis committee**. Additional members may be appointed to a thesis committee if desired.

- **Committee Chair:** A tenured or tenure-track graduate faculty member in the student's academic department. This person provides guidance on the academic content (research, writing) of the thesis and advisement on both departmental and graduate school thesis requirements (such as deadlines, formatting, etc.)

HUMAN/LIVE VERTEBRATE SUBJECTS

If you are doing research using human subjects or live vertebrate animals, you will need to obtain a "Human Subject Activity Review" form, a "Human Subjects Research Exemption" form, or an "Animal Subjects Approval" form from the office of Research and Sponsored Programs (RSP). After you submit these forms to the RSP, they will be given to the Human Subjects Review Committee or the Animal Care and Use Committee for approval. **You must obtain approval prior to conducting your research.**

Do not begin your research with humans or live vertebrate animals until you have received either a notice of approval or exemption from RSP.

Research and Sponsored Programs- (360) 650-3200, Old Main 530, <http://www.wvu.edu/depts/rsp>.

COPYRIGHT ISSUES

For students who want to copyright all or parts of their thesis, more information is available at: <http://www.wvu.edu/depts/rsp/patent.html>

Thesis content should be original work. Students should obtain written permissions from the owner of any third party copyrighted material included in the thesis. For information about copyright permission requests, please contact Copyright Services, WL 562, 650-7435.

REGISTRATION FOR THESIS CREDIT

Prior to registration for thesis credits, the graduate student must have a "Thesis Topic Approval" on file in the Graduate School office. The Topic Approval E-sign form is available on the Graduate School website at <http://www.wvu.edu/gradschool/forms/index.shtml>

The form requires:

- The working title of the thesis
- A description of the investigation

The Topic Approval E-sign form must be routed to and approved by all committee members, as well as the student's program adviser and department chair before it is submitted to the Graduate School.

Upon approval, the student, thesis committee, graduate program adviser, and department chair will be notified.

Once the topic is approved and the committee established, the graduate student is eligible to register for thesis credits. To permit registration, the student must then request a Banner override code from their department (by telephone, in person, or email), and then from the Graduate School.

Please note: Thesis registration requires an override be entered by both the Department and the Graduate School each term.

Most departments allow students to register for thesis credits in increments, although some offer thesis credit with an exact number of credits. Graduate students should know that:

- The total number of credits they register for must add up in some sequence to the total number of credits required on the approved plan of study.
- If they register for excess thesis credits beyond the number required on the approved plan of study, these additional thesis credits are not eligible for financial aid purposes.
- The initial grade earned for all thesis credits is a K. K grades are not changed until the Degree Recommendation is submitted (all program requirements complete).
- The Financial Aid office does not count the incomplete grades against the satisfactory progress criterion for financial aid eligibility.

FORMATTING STANDARDS

Your thesis is an integral part of the scholarly achievement for which you will be awarded the master's degree by Western Washington University. When your thesis is placed on the shelf in Wilson Library, it attains the status of a published book; and should therefore have the same degree of quality as a published volume.

The thesis guidelines outlined here have been compiled to define minimum standards and point out common problems in preparing a thesis. Responsibility for final review of the thesis manuscript prior to Graduate School review rests with the candidate's graduate committee.

Captions

Captions should be in the same font as that used in the text. Locate captions according to the publication style you are using.

Headings

Section headings must correspond to the table of contents; and heading font, and location on the page, should be consistent and parallel throughout the thesis.

Language

The thesis must be written in English. All members of your committee must be able to read and critically review the manuscript; and other students who follow in your discipline should be able to read it and cite in their theses.

Margins

Top, bottom, and right-hand margins should be a minimum of one inch. Left-hand margins should be a minimum of one and one-quarter inch, to allow space for binding. Use the same margin dimensions throughout the manuscript, except for the indented lengthy quotes. Page numbers should not intrude into any margin space; meaning, page numbers should be at least one inch from any edge of the paper.

Pagination

Page numbers may be located at the top-center, upper-right, or bottom-center of the page. The numbers should appear alone, without any bracketing dots or dashes. As noted under MARGINS, page numbers should not intrude into any margin space.

Paper

Use only 8 ½ x 11 inch, white, 16-20 pound bond paper, and print on only one side of the page (except for large-figure captions, which may appear on the facing page). Other included material (e.g. survey or instruction sheets) may be submitted in the original format.

Printing

Use the same font throughout the manuscript. You may bold, italicize, or underline words where appropriate. Italicized type is not acceptable for the body of the text.

Use a 10 to 12 point font. Double space the text, although indented quotes may be single-spaced.

Sequence of Pages

The following page sequence and numbering is required:

Order	Page Name	Required?	Print Page Number?	Page Counts As:
1	Committee Signature Page	Yes	No	i
2	Library Authorization Page	Yes	No	ii
3	Title Page	Yes	No	iii
4	Abstract	Yes	Yes, Roman numeral	iv
5	Acknowledgements	No	Yes, Roman numeral	v
6	Table of Contents	Yes	Yes, Roman numeral	v or vi
7	List of Figures and Tables	Yes, if applicable	Yes, Roman numeral	
8	Text	Yes	Yes, Arabic numerals, starting with "2" on second page. No page number on first page of text.	
9	Bibliography/Reference/ Works Cited	Yes	Yes, Arabic	
10	Appendices	No	Yes, Arabic	
11	Vita	No	Yes, Arabic	
12	Pocket Material	No	Yes, Arabic	

Notes:

- *Appendices may precede bibliography /references if your style dictates it.*
- *Footnotes, notation and endnotes may be included according to style being used.*

Style

Style differs considerably among disciplines, and even among different journals in one discipline. Therefore, we ask that you discuss this matter with your thesis chair and select a style appropriate to your discipline as exemplified by a style manual or a published journal, and use that as the style for your thesis. Be consistent once you choose a style. Helpful style manuals and writing guides are available in the bookstore, and professional journals are available in the periodicals section of Wilson Library.

Title Page

Check your title length for the cover of your hardbound thesis. Copy Services cannot imprint a title that has more than 4 lines, or 3 lines with 1 line of underlining. Each line can be no more than 50 spaces (including punctuation and spacing). Scientific names and titles will be underlined, not italicized.

COMMON ERRORS

Manuscripts must be clean of typos, spelling errors, and serious grammatical errors. The following list indicates major types of formatting errors which have caused past theses to be returned by the Graduate Dean. Students must proofread very carefully to avoid such errors.

Acknowledgements Page

If you have an Acknowledgements page, please remember that the purpose of this page is to acknowledge THOSE WHO CONTRIBUTE TO THE ACADEMIC ENDEAVORS OR RESEARCH OF YOUR THESIS. The language used in the acknowledgement should be consistent with that used in acknowledgements in journal articles in your field. The manuscript is an academic document. Remember, this is an acknowledgments page, not a “thank you” note.

Citations and References

Citations and references usually cause more problems than any other aspect of the manuscript. There must be a reference for every citation in the text; and the spelling of the author’s name and the publication year must match between the text citation and the reference entry. Multiple citations between parentheses must be in either chronological *or* alphabetical order. Be consistent in citation and reference style throughout your manuscript, according to the style or manual you are following.

Grammar

The most common grammatical mistakes occur in mixing tense, number or gender in a sentence. Another problem is the use of excessively long, run-on sentences.

Name of the Degree

There are only four options for the name of your degree as listed on the signature page and title page: Master of Arts, Master of Science, Master of Education, or Master of Music. The name of your program or department should NOT appear on either page.

Page Numbering/Sequence

Review the information in this guide carefully. See “Sequence of Pages” if you have questions. Many simple errors relate to page numbering, especially the preliminary pages.

Proofreading

It is essential that you carefully review your manuscript a number of times before you consider it accurate and complete. Leaf through to see that all the pages are included and numbered correctly, then again for heading type and location. Read the text looking for errors in typing, spelling, and grammar. Go through it again, checking every citation against the corresponding entry in the reference section. Your thesis committee should find all these aspects of your manuscript acceptable.

Running Head

Some style manuals require a running head on each page of the manuscript, especially when the manuscript is being submitted as an article to a journal. However, because your manuscript is going to be bound as a document by itself and will not be in a journal accompanied by other articles, it should NOT have a running head.

Signature Page

Please be sure that you have typed the Dean’s name and your committee members’ names below the signature lines. Please note the sample signature page attached at the end of this guide.

Spelling

Pay particular attention when adding such endings as ed, ly, and ing to common words. Also, be very careful with homonyms, like here-hear, your-you're and their-there- they're. Check words containing ei or ie. A spell check will NOT catch everything!

Stapling, 3-Hole punching, & White-Out

Do not staple, hole-punch, white out or otherwise mar or disfigure the original document you submit to the Graduate School for the Dean's approval. Please submit your thesis or field project in an envelope, folder or box so that you will not need to use clips or rubber bands to secure your document. After the Graduate Dean approves and signs your thesis, you will take this original document to Copy Services for copying and binding. (See the last page of this document for more information about copying/binding.) It is important that your original document not be marred in any way.

Table of Contents

Only the first three preliminary pages do not appear in your Table of Contents. (And remember: These pages are COUNTED, but not numbered).

Please do not list the "Table of Contents" page *in* the body of your Table of Contents! The first item to appear in your Table of Contents should be your abstract (required), then the acknowledgments page (optional), etc.

NOTE: The abstract AND your acknowledgements page should both be listed in the Table of Contents, even though they both appear BEFORE your Table of Contents.

If you have a List of Tables and/or List of Figures, they should be listed in your Table of Contents, also.

Typos

Your manuscript must be proofread even after doing a spell-check.

Using Another Thesis as a Template

Please do not use bound copies in the library as examples for you to follow in formatting and page numbering. Over the years, policies and procedures change. Please consult THIS guide only, for formatting, page numbering, margins, etc. If you have questions, contact the Graduate School.

Sample Pages

Committee Signature pages

Committee Signature Page (with Lines for Print Publication)

YOUR TITLE HERE

By

Your Name

Accepted in Partial Completion
Of the Requirements for the Degree
Master of Arts
(or Science)
(or Music)
(or Education)

Kathleen L. Kitto, Dean of the Graduate School

ADVISORY COMMITTEE

Chair, Dr. Thesis Chair Name

Dr. Committee Member Name

Dr. Committee Member Name

YOUR TITLE HERE

By

Your Name

Accepted in Partial Completion
of the Requirements for the Degree
Master of Arts
(or Science)
(or Music)
(or Education)

Kathleen L. Kitto, Dean of the Graduate School

ADVISORY COMMITTEE

Chair, Dr. Thesis Chair Name

Dr. Committee Member Name

Dr. Committee Member Name

Library Authorization pages

Library Authorization (with lines for Print Publication)

MASTER'S THESIS

In presenting this thesis in partial fulfillment of the requirements for a master's degree at Western Washington University, I grant to Western Washington University the non-exclusive royalty-free right to archive, reproduce, distribute, and display the thesis in any and all forms, including electronic format, via any digital library mechanisms maintained by WWU.

I represent and warrant this is my original work, and does not infringe or violate any rights of others. I warrant that I have obtained written permissions from the owner of any third party copyrighted material included in these files.

I acknowledge that I retain ownership rights to the copyright of this work, including but not limited to the right to use all or part of this work in future works, such as articles or books.

Library users are granted permission for individual, research and non-commercial reproduction of this work for educational purposes only. Any further digital posting of this document requires specific permission from the author.

Any copying or publication of this thesis for commercial purposes, or for financial gain, is not allowed without my written permission.

Signature: _____

Date: _____

MASTER'S THESIS

In presenting this thesis in partial fulfillment of the requirements for a master's degree at Western Washington University, I grant to Western Washington University the non-exclusive royalty-free right to archive, reproduce, distribute, and display the thesis in any and all forms, including electronic format, via any digital library mechanisms maintained by WWU.

I represent and warrant this is my original work, and does not infringe or violate any rights of others. I warrant that I have obtained written permissions from the owner of any third party copyrighted material included in these files.

I acknowledge that I retain ownership rights to the copyright of this work, including but not limited to the right to use all or part of this work in future works, such as articles or books.

Library users are granted permission for individual, research and non-commercial reproduction of this work for educational purposes only. Any further digital posting of this document requires specific permission from the author.

Any copying or publication of this thesis for commercial purposes, or for financial gain, is not allowed without my written permission.

Joe Student
October 23, 2009

YOUR TITLE HERE

A Thesis
Presented to
The Faculty of
Western Washington University

In Partial Fulfillment
Of the Requirements for the Degree
Master of Arts
(or Science)
(or Music)
(or Education)

by
Your Name
Month Year

Table of Contents

Abstract.....iv

Acknowledgements.....v

List of Figures and Tables.....vii

Introduction.....1

Methodology.....3

Findings.....6

Discussion.....20

Conclusion.....50

Bibliography.....55

Appendix.....59

Thesis Publication

Submitting Thesis for Graduate Dean's Approval

- Submit **Digital Thesis Submission and Authorization** e-sign form
https://esign.wvu.edu/admcs/process/forms/Grad_School/Digital.aspx?valid=true
- Submit the original of your complete document to the Graduate School for the Graduate Dean's approval.

This is the copy with the original signatures of your thesis chair and committee members.

Some departments will require you to submit as many original signature pages as the number of copies you will be expected to have bound. Once the thesis has been approved, the Dean will sign as many original signature pages as you submit.

- When the Graduate Dean has accepted and signed the original copy, we will notify you so that you may deliver it to Haggard Hall Copy Services for copying and binding. The Digital Thesis Submission and Authorization e-sign form will also be approved sent back to you.

PLEASE DO NOT, UNDER ANY CIRCUMSTANCES, TAKE ANY PART OF YOUR THESIS TO COPY SERVICES BEFORE THE DEAN HAS APPROVED AND SIGNED IT. The Copy Services staff will not accept any thesis without the Graduate Dean's signature. This is for your own protection.

Preparing Master's Thesis for Posting to Wilson Library Digital Archive

This file conversion should only be initiated once your thesis is defended, approved by your committee, proofed by the Graduate School and signed by the Graduate Dean.

Your signed, hard-bound thesis will be archived in Wilson Library's Special Collections.

The digital (PDF) version will serve as the library's "circulation copy".

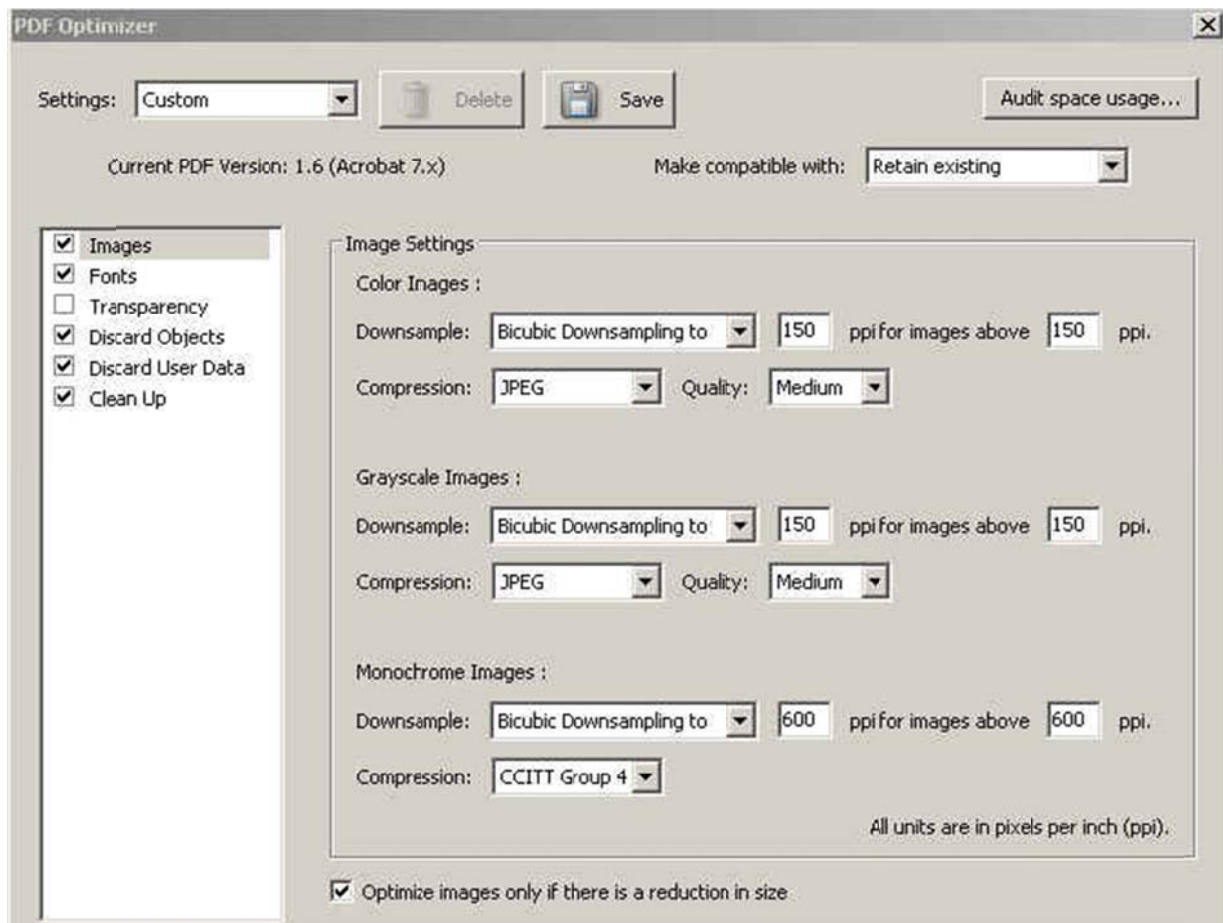
For security reasons, it is necessary to exclude signatures from the document that will be posted online. Therefore you must replace both the **Committee Signature Page** and the **Library Authorization page** from your approved thesis with versions of these pages that do not include signatures before converting it to PDF.

Procedure:

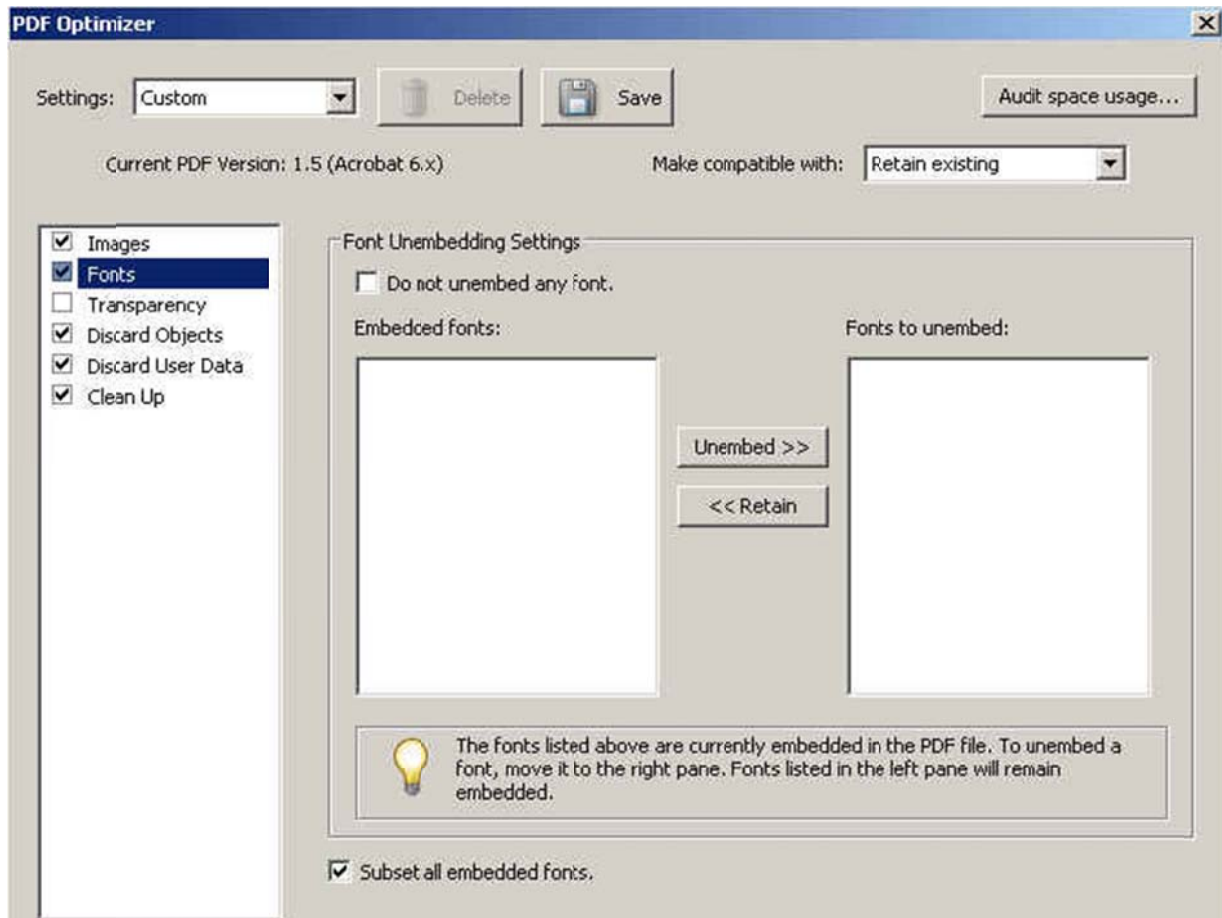
- Substitute unsigned versions of Committee Signature page and Library Authorization page in Word document.
- Save Word doc as PDF.
- Open PDF doc in Adobe Acrobat Pro.
- Navigate to Advanced > PDF Optimizer.

In PDF Optimizer, enter the following settings:

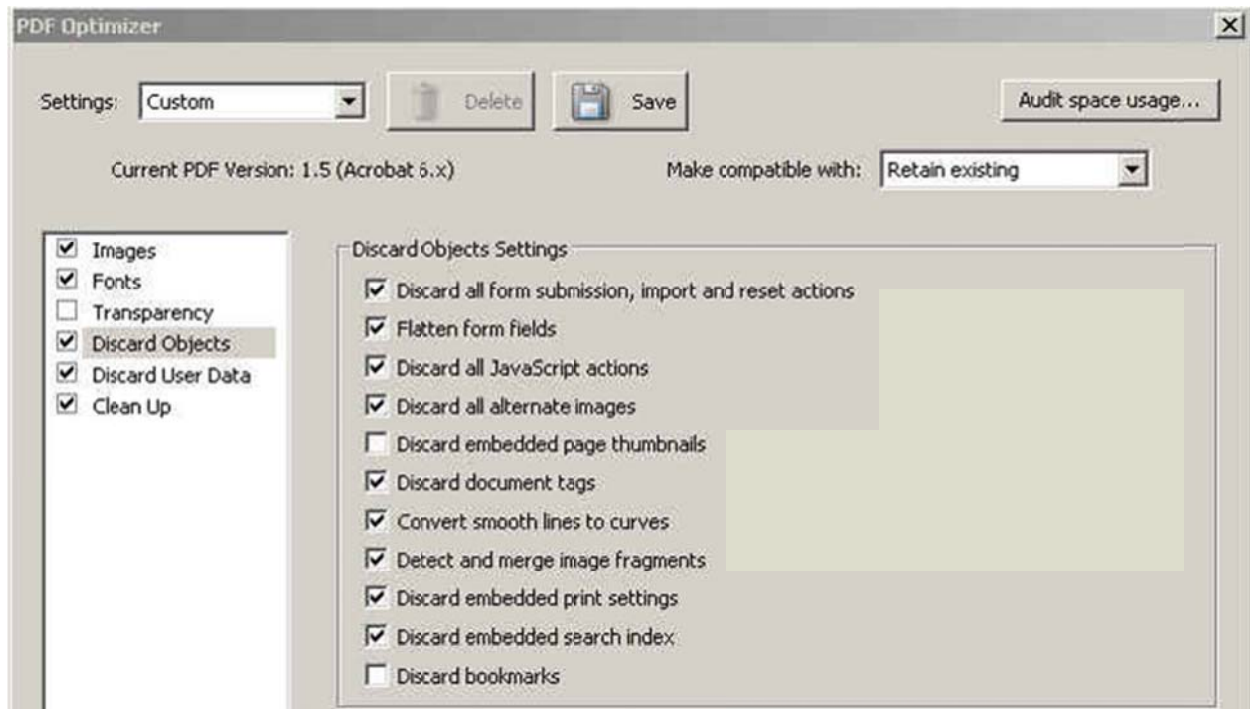
IMAGES:



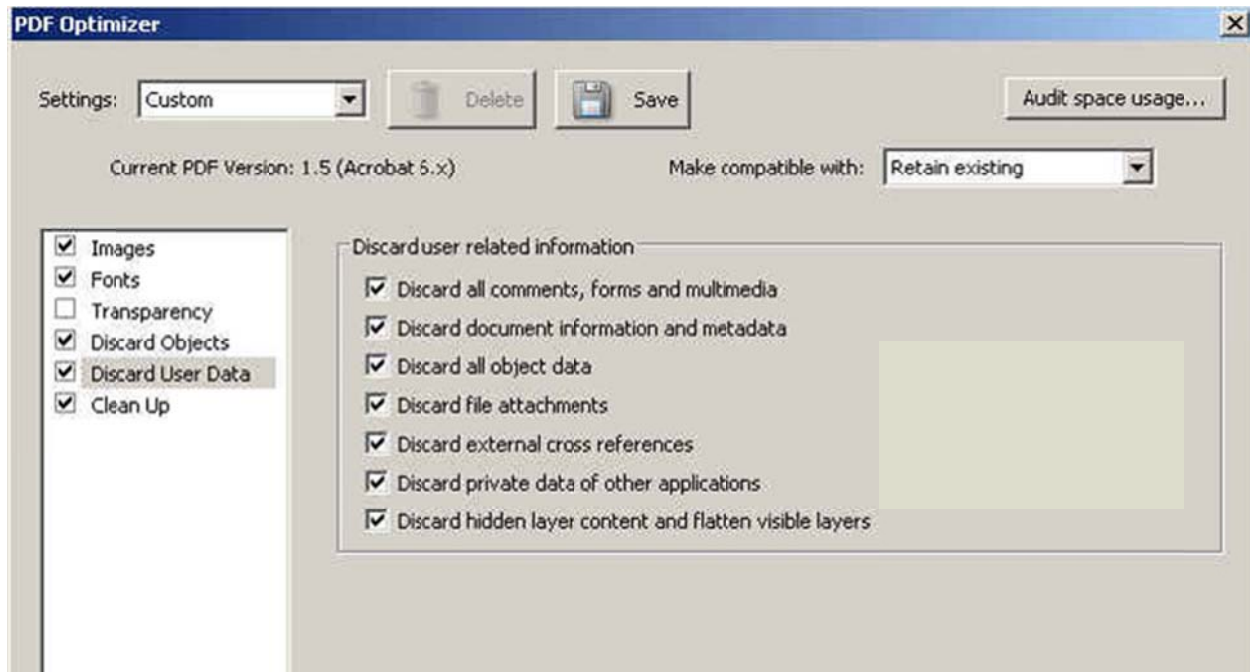
FONTS:



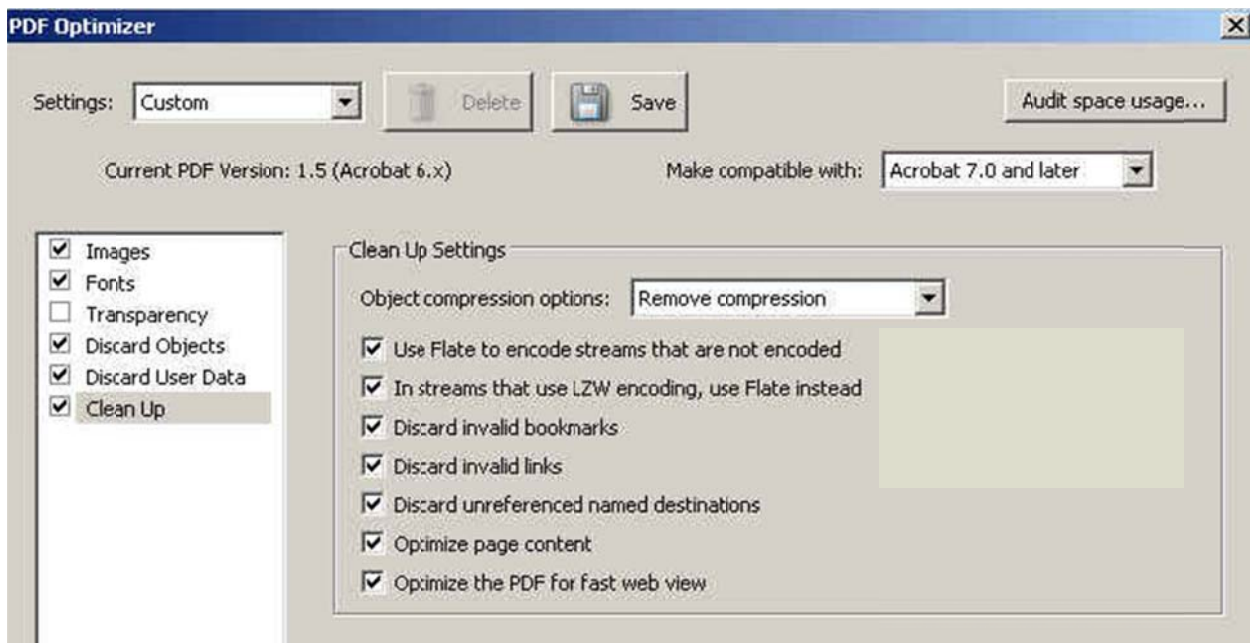
DISCARD OBJECTS:



DISCARD USER DATA:



CLEAN UP:



- Save document to portable media.
- Deliver to Copy Services for posting to library's digital archive.

Delivering Thesis for Copying and Binding

You may submit your thesis to Copy Services for printing in hard-copy, or as an electronic file. However, if you supply an electronic file to print from, you must still provide at least one original signed signature page and one original signed library authorization (for the hardbound copy that will be housed in the Library's Special Collections area).

If you ask a friend or colleague to submit your thesis for printing/binding the following information is required:

- Email address and phone number;
- number of hard and softbound copies;
- any special instructions regarding photos, maps, graphs, etc.;
- delivery instructions.

Please note: Regardless of who brings your manuscript to Copy Services for copying and binding, **payment in full must be submitted in advance for all services.**

We do not require that the copying be done with the campus service, although they provide this service very inexpensively. We do require that the binding be done by Copy Services. This insures that all bound theses are of standard size, color, title lettering, etc.

At the time you place your copying/binding order, the costs for the copying, hard binding, soft binding and lettering must be paid in full. Check with Copy Services for current charges/rates (contact info above).

When you place your order, the type for the gold stamping of the front hard covers will be ordered. Once the type has been ordered, changes may NOT be made in the title, or additional fees will be charged for the re-order. Title length on the cover can be NO MORE than 50 spaces per line (including punctuation and spacing), with a maximum of 4 lines; or 3 lines with 1 line of underlining; or 2 lines with 2 lines of underlining. (If your title is longer than this, it must be shortened for the cover, but may remain in its original length on the pages of your thesis.) Scientific names and titles will be underlined, NOT italicized.

You may request Copy Services to deliver one copy to the Graduate School and the others to any on-campus office. Neither Copy Services nor the Graduate School can forward copies to you at an off-campus location.

Copy Services: Haggard Hall 246, 360-650-3762

<http://www.wvu.edu/publishingservices/copyservices/thesis.htm>

Ordering

The Graduate School requires one (1) hardbound copy, single-sided with all original signatures. The Graduate School will arrange for this copy to be accessioned into Wilson Library Special Collections (for Archival purposes).

PLEASE NOTE: It is customary to provide a hardbound copy to the chair of your committee. We strongly recommend that you confer with your thesis chair to clarify what their expectation is concerning receiving a copy of your final document.

EXTRA COPIES: Don't forget to order bound copies for yourself. Some programs require additional copies for their departmental library; please check with your department for its specific requirements.

It may also be customary in your program for each thesis committee member to receive a copy as well. For some of these additional copies, you may have the option of binding in a soft cover format (less expensive) instead of the hard binding which we require for the Library.

PLEASE ALLOW 6 WEEKS FOR THE COMPLETION OF YOUR THESIS COPYING/BINDING ORDER.

Receiving Your Degree

Remember, your graduate program is not completed and your degree is not posted until the Graduate School receives one hard-bound thesis, and your thesis has been posted to the Library's Digital Archive.