

**MOREHEAD STATE UNIVERSITY
GRADUATE OFFICE**

REGULATIONS FOR PREPARATION AND SUBMISSION OF THESIS

The thesis may not be accepted unless it conforms to the following requirements. Therefore, please follow carefully the instructions for preparing and submitting a thesis:

PREPARING THE THESIS

1. **Quality of Paper:** The original copy of the thesis must be typed on 100 percent rag bond paper. Additional copies may be made on 100 percent bond paper or word processor paper.
2. **Typographic Style:**
 - A. The style and form manual adopted as the official guide by the Department/College and the Graduate Office must be followed in preparing the thesis. (Refer to the following listing for the manual recommended by the Department/College in which you are pursuing a degree program).
 - B. Margins must be 1 ½ inches at the left and top of the paper; 1 ¼ inches at the right and bottom.
 - C. Carefully adhere to your manual for placement of page numbers.
3. **Title and Acceptance Pages:** Prepare these pages according to the specifications on the attached samples. In assembling the thesis, the acceptance page immediately follows the title page.
4. **Thesis Abstract:** An abstract which immediately follows the acceptance page must not exceed 600 words (note the attached format page for the abstract).

SUBMITTING THE THESIS

1. At least three weeks before the degree is to be conferred, submit the thesis to the thesis director.
2. At least two weeks before the degree is to be conferred, submit the final approved copy of the thesis, signed by all committee members, to the Coordinator of Graduate Programs.
3. The Coordinator reviews the thesis for spelling, style, and format. Once approved, the student will need to determine how many copies of the thesis to have printed. The minimum number is two (one for the department and one for the library), although the student may have as many copies printed as desired.
4. The final original copy of the thesis must be printed on 100 percent rag bond paper. Additional copies may be printed on word processor paper.
5. Each copy of the thesis must be in a letter-size box with a lid. The box must be proportional to the dimensions of the thesis. When all copies are ready the student should bring them to the Graduate Office and obtain a binding fee form. The binding fee (currently \$7.50 per copy) is to be paid at the cashier's window.

6. The student brings the receipt for the binding fee to the Graduate Office. The copies of the thesis are sent to the University Library for binding. In approximately four to six weeks the bound copies will be returned and distributed. If the student requested a personal copy it will be mailed to them.

STYLE AND FORM MANUALS

Listed below are the style and form manuals adopted by departments for use in writing theses. These may be available at the library or the bookstore. Some departments offer the option of selecting a manual from several recommended ones. Check with the thesis committee to be certain that the manual you choose meets the department requirement.

Master of Science in Career and Technical Education/Master of Science in Industrial Technology

Campbell, William Giles, and Stephen Vaughan Ballou. Form and Style: Theses, Reports, Term Papers. Boston: Houghton Mifflin Company, most current edition.

Turabian, Kate. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: The University of Chicago Press, most current edition.

American Psychological Association. Publication Manual of the American Psychological Association. Washington: American Psychological Association, most current edition.

Master of Arts in Education

American Psychological Association. Publication Manual of the American Psychological Association. Washington: American Psychological Association, most current edition. (Required for programs in Leadership and Secondary Education and Adult & Higher Education).

Master of Arts in Psychology

Publication Manual of the American Psychological Association. *

Master of Arts in Art

Campbell and Ballou, Form and Style: Theses, Reports, Term Paper. *

Master of Arts in Communications

Publication Manual of the American Psychological Association. *

Achtert and Gibaldi, The MLA Style Manual. New York: Modern Language Association, most current edition.

Master of Arts in English

The MLA Style Manual.*

Master of Music

Turian, A Manual for Writers of Term Papers, Theses, and Dissertations. *

Master of Science in Biology

Council of Biology Editors. Council of Biology Editors Style Manual. American Institute of Biological Sciences, most current edition.

Master of Arts in Sociology

Form used in the American Sociological Review.

*Full citation quoted previously

(Sample Title Page)

(11 single spaces
from the top of page)

TITLE

(5 single spaces)

(6 single spaces)

A Thesis

Presented to

the Faculty of the College of _____

Morehead State University

(5 single spaces)

(6 single spaces)

In Partial Fulfillment

of the Requirements for the Degree

Master of _____

(5 single spaces)

(3 single spaces)

by

Student's Name

Date

(Sample Acceptance Page)

(This form is to be typed and inserted immediately following the title page of the thesis).

Accepted by the faculty of the College of _____,
Morehead State University, in partial fulfillment of the requirements for the Master of
_____ degree.

Director of Thesis

Master's Committee: _____, Chair

Date

(Sample Thesis Abstract)

TITLE

John Smith, M.A.
Morehead State University, 1999

Director of Thesis: _____

(Double space. Include statement of the problem, source(s) of data, methods and procedures, major findings, and conclusions. Must not exceed 600 words. Examples may be found in Dissertation Abstracts in the Library).

(Provide for signatures of committee at the end of abstract).

Accepted by: _____, Chair

