

**MOREHEAD STATE UNIVERSITY  
GRADUATE SCHOOL**

**REGULATIONS FOR PREPARATION AND SUBMISSION OF THESIS**

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

**PREPARING THE THESIS**

**1. Typographic Style:**

- A. The style and form manual adopted as the official guide by the Department/College and the Graduate School 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 inch on all sides.
- C. Use 12 point Times Roman font throughout document.
- D. Carefully adhere to your style manual for your department for placement of page numbers.

2. **Title and Acceptance Pages:** Prepare these pages according to the specifications on the attached templates. In assembling the thesis, the acceptance page immediately follows the title page. Replace red text with your own and change to black text. Remove italic headings\*.

3. **Thesis Abstract:** An abstract which immediately follows the acceptance page must not exceed 600 words (note the attached template page for the abstract).  
*\*The thesis will be submitted without committee members' signatures on these pages. Signatures will be obtained by the Graduate School once the two required printed copies are received by the Graduate School.*

4. Do not leave blank pages within your document.

5. Do not leave headers at the bottom of a page. Push them to the next page if they fall as the last line of a page.

6. Page numbering should start on the second page of the thesis itself, not the Title, Acceptance, or Table of Content pages.

7. Make sure the font and font size are consistent through the document.

## SUBMITTING THE THESIS

1. At least three weeks before the degree is to be conferred, submit the thesis to the thesis director.
2. After you have successfully completed the thesis defense and no later than two weeks before the degree is to be conferred, upload the **final** copy of the thesis and the “Committee Approval to Review Graduate Thesis or Applied Project” form to ProQuest (link and instructions below).
3. The Completion Coordinator reviews the thesis for style, format, and adherence to guidelines.
4. The minimum number of copies to be bound is two (2) (one for the department and one for the library), although the student may have as many copies printed as desired.

## PROQUEST LINK AND INSTRUCTIONS

- The link to ProQuest is <http://www.etdadmin.com/cgi-bin/home>.
- Click on “Submitting your Dissertation/Thesis,” and then select “United States,” click “Go,” and then select “Morehead State University.”
- At the “Welcome to the Morehead State University Site,” you will create your account. You will confirm your account creation in your email. This will automatically bring you to the “Welcome to the ETD Administration @ Morehead State University” page.
- Click “Continue” to select publishing options. The “Traditional Publishing Agreement” will follow. After reading and accepting, you will provide contact information and complete the information for “Dissertation/Thesis Details.”
- You will then upload your **FINAL** thesis document in PDF format. Under “Supplemental Files,” you will upload the “Committee Approval to Review Graduate Thesis or Applied Project” form.
- You will finish the process by registering the copyright, ordering copies, and submitting your order.

## 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 Arts in Art**

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

## **Master of Arts in Communication**

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 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 English**

The MLA Style Manual.\*

## **Master of Arts in Sociology**

Form used in the American Sociological Review.

## **Master of Music**

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

## **Master of Public Administration**

The Chicago Manual of Style, 15<sup>th</sup> Edition.

## **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 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 Science in Psychology**

Publication Manual of the American Psychological Association. \*

**Master of Science Space Systems Engineering**

The Chicago Manual of Style.\*

\*Full citation quoted previously

*(Template Title Page)*

**TITLE OF THESIS**  
**SINGLE SPACE IF TWO OR MORE LINE TITLE**

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A Thesis

Presented to

the Faculty of the College of **X**

Morehead State University

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In Partial Fulfillment

of the Requirements for the Degree

Master of **X**

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by

**Your P. Name**

**Month Day, Year**

*(Template Acceptance Page)*

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

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Sample P. Name  
Director of Thesis

Master's Committee: \_\_\_\_\_, Chair

Sample P. Name

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Sample P. Name

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Sample P. Name

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Date

*(Template Thesis Abstract)*

**TITLE OF THESIS**  
**SINGLE SPACE IF TWO OR MORE LINE TITLE**

**Your P. Name**  
Morehead State University, **Year**

Director of Thesis: \_\_\_\_\_  
**Sample P. Name**

*(Body of Abstract appears here double-spaced. 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).*

Accepted by: \_\_\_\_\_, Chair  
**Sample P. Name**

\_\_\_\_\_  
**Sample P. Name**

\_\_\_\_\_  
**Sample P. Name**