

TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES

GUIDELINES FOR PREPARING
THESES
AND
DISSERTATIONS

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TABLE OF CONTENTS

Section I: The Thesis/Dissertation Manual 1

Section II: Roles and Responsibility 2

Student 2

Chairperson of the Committee 3

Committee Members 5

Section III: Preparing the Master’s Thesis or Doctoral Dissertation 7

Procedural Steps 7

Publishing with ProQuest 11

Section IV: Formatting the Manuscript and Arrangement of Pages 12

Manuscript Preparation 12

Arrangement of Pages 15

Section V: Discipline Styles 19

Reminders 20

Section VI: Electronic Dissemination 21

About ETDs 21

History of Theses and Dissertations 21

Library Workflow 22

Intellectual Property and Copyright 22

Open Access 23

Embargoes 24

Appendix A: Forms 25

Thesis Committee Approval Form 26

Dissertation Committee Approval Form 27

Thesis/Dissertation Announcement Form 28

Thesis/Dissertation Format Review Form 29

Thesis Approval Page 30

Dissertation Approval Page 31

Internet Release Form 32

Appendix B: Sample Pages 33

Thesis Title Page 34

Dissertation Title Page 35

Copyright Page 36

Curriculum Vita 37

Appendix C: Administrative Procedures	38
Projects	38
Theses and Dissertations	38
Thesis and Dissertation Grading	39
Appendix D: Timetable of Deadlines	41
Appendix E: End of Program Checklist	42
Master’s Degree Students	42
Doctoral Students	43
Commencement Ceremony	44

Overview of the Thesis and Dissertation Manual

This manual provides guidelines for the processes and procedures graduate students are to follow to complete their master's thesis or doctoral thesis or dissertation. The manual includes Towson University requirements related to:

- Section I - The Purpose of Theses and Dissertations
- Section II - Roles and Responsibilities of The Student, and Thesis/Dissertation Chairperson and Committee Members
- Section III - Thesis and Dissertation Preparation
- Section IV - Manuscript Formatting, Typing, Printing and Organization Requirements
- Section V - Disciplinary Style
- Section VI - Electronic Dissemination.

These guidelines are consistent with the policies of Towson University. Students also are to confer with their thesis or dissertation chairperson for the requirements of their graduate program and academic discipline that are in addition to those described in this manual.

Some graduate programs require students to complete other written projects for which portions of these guidelines may apply. Students are to confer with their project advisor regarding project requirements. Other programs may not require a major written project, but rather additional coursework, internships, recitals, and exhibitions for completion of the graduate degree.

Although it is helpful to review published theses or dissertations for content, graduate students should not use the published works as a guide for their manuscript preparation. Professional association guidelines for thesis and dissertation manuscript preparation such as those published by the American Psychological Association (APA) and the Modern Language Association (MLA) are modified periodically. Therefore, it is imperative that students be very familiar with and adhere to *current* rules and requirements as stipulated in this manual and those required by their specific discipline.

Students should read this manual and discipline specific guidelines thoroughly and completely, follow directions, and ask questions if they are in doubt about specific procedures, rules and manuscript requirements. Students are to seek guidance from their committee chairperson and committee members regarding manuscript requirements. Students also may contact the Office of Graduate Studies for additional guidance.

SECTION I

Purpose of Theses and Dissertations

Typically, the research work for a master's degree is referred to as a *thesis* and the work for a doctorate is referred to as a *dissertation* in this manual. Because the Doctor of Audiology is a clinical doctorate, the research work associated with it is considered a *thesis*, as determined by the Department of Audiology, Speech, Language Pathology, and Deaf Studies.

Master's and doctoral theses contribute to the field of knowledge of the student's discipline even if the basic idea for the research is an expansion of existing research. In the thesis, the student must demonstrate the ability to clearly define a worthwhile problem, conduct thorough investigation, organize and logically present data, and draw defensible conclusions. In the visual and performing arts, the thesis may take the form of recitals, concerts, art exhibitions, compositions, or other creative endeavors. Originality is expected, though replication studies or follow-up research studies are acceptable at the master's level. The doctoral dissertation represents a more substantial and scholarly project than the thesis. In addition to satisfying the criteria for the thesis, the dissertation also is to reflect original research, adhere to scholarly rigor of the doctoral student's discipline, and provide a positive contribution to society or the discipline.

The Towson University guidelines for theses and dissertations described in the following sections are minimum expectations. Individual departments and graduate programs may specify additional policies and guidelines that are more rigorous as to the scope and level of work necessary to complete the thesis or dissertation.

Eligibility to Initiate the Dissertation

Prior to initiating the dissertation, students are to (a) satisfy all of their doctoral program's prerequisite requirements, (b) demonstrate knowledge of research methods commensurate with common research practices of their discipline and the research focus of their dissertation, (c) demonstrate the ability to write in a scholarly manner consistent with the expectations of their discipline, and (d) fulfill their program's requirements for advancement to candidacy. Examples of program prerequisites include the completion of designated courses and projects, currency in discipline's licensure and certification requirements, and presentation of scholarly work at conference or in a professional journal. Demonstration of knowledge of research methods includes successful completion of graduate coursework related to research and active participation in research projects. All students are expected to have completed at least two research courses or actively participated in two research projects prior to initiating the dissertation. Demonstration of scholarly writing may be accomplished through submission of written course assignments, comprehensive assessments, journal articles, or other forms of program approved written work. Characteristics of scholarly writing include adherence to English

rules of grammar, sentence, paragraph structure; logical and integrated organization of ideas; critical analysis and synthesis of theories, concepts, and data; and substantiation of conclusions with evidence. Students who struggle with scholarly writing are to seek professional assistance with writing, and demonstrate competency to the program's graduate committee to advance to candidacy. Examples of requirements for advancement to candidacy include successful completion of oral and written examinations and assessments, completion of a project and scholarly report, and submission of an article(s) to a juried journal.

The purpose of the candidacy is for the student to demonstrate broad scholarly knowledge of the discipline and specific scholarly knowledge related to the dissertation. The student is permitted a maximum of three attempts to satisfy candidacy requirements. After three unsuccessful attempts, the student will be terminated from the doctoral program.

Program Responsibilities Related to the Dissertation Process

Programs are to have established procedures for evaluating the student's eligibility for candidacy that include a review by a committee and an appeal process. The review committee is to be comprised of at least two faculty members who hold graduate faculty status and who have current expertise related to the candidacy requirements. One member may be the student's potential dissertation chairperson. The student appeal process is to include steps consistent with the academic appeal procedures for course assignments, program dismissal, and academic integrity outlined in the Towson University Graduate Catalog.

Doctoral programs and departments may have policies and procedures regarding advancement to candidacy and eligibility to initiate the dissertation that are more rigorous than those of the University. In such situations, students are to abide by both sets of policies and procedures. Printed or electronic copies of these policies and procedures are to be available to the doctoral students.

SECTION II

Roles and Responsibilities

Student

Graduate students bear primary responsibility for their thesis or dissertation from the inception of the idea through to the preparation of the final document. They are to maintain ongoing contact with their thesis/dissertation chairperson and committee members, and adhere to established expectations and guidelines throughout each step of the process.

Students are *exclusively* responsible for the substantive content of their thesis or dissertation. Although they may seek guidance from their committee chairperson and

committee members for assistance with requirements established for any sponsored research, students are primarily responsible for completing the required IRB training, and understanding and abiding by requirements for ethical research. If in doubt, students also should consult with the Office of Sponsored Programs and Research [410-704-2236; ospr@towson.edu; <http://www.towson.edu/ours/>].

Students also are responsible for thoroughly proofreading all submitted copies and for correcting all content and writing errors, including typographic, formatting, spelling, grammar, and syntax errors. Some academic programs allow students to procure the services of an editor to assist with writing and correcting writing errors. Students are to submit a copy of their final thesis or dissertation to the committee chairperson and committee members for approval. The committee chairperson and committee members are responsible for determining whether the finished version meets required standards of the discipline for research methods, content, and writing style. Once approved, the student is to submit the thesis or dissertation to the Office of Graduate Studies for final approval of formatting

Chairperson of the Committee

The chairperson of the thesis or dissertation committee assumes major responsibility for working directly with the student throughout all phases of the thesis or dissertation. The chairperson must hold appointment as a full graduate faculty member, have earned a doctoral or terminal degree that is equivalent to or higher than the degree the student is seeking, and demonstrate current expertise related to the student's thesis or dissertation topic. Appointment as full graduate faculty requires approval by the Graduate Studies Committee, based on evidence of the faculty member's continued active research and professional productivity and designation as a full time tenured or tenure track assistant, associate or full professor at Towson University. Though the student may request a particular faculty member to serve as thesis or dissertation chair, the program director, department chair and dean of Graduate Studies must approve the appointment. Other teaching, advising, scholarship and service responsibilities limit the number of theses or dissertations a faculty member can chair in an academic year; the number requires the approval by the department chair and dean of the academic college as part of the faculty member's annual workload agreement. Approval of and changes to the chairperson position must be granted by the program director, department chairperson, and the dean of Graduate Studies. Students who request a change in their chairperson must do so in writing and provide a rationale and documentation to substantiate the request. The documentation is to include evidence of addressing issues of concern with the dissertation chairperson that led to the request, if relevant. Approval first must be obtained by the program director, then the department chairperson, then the Dean of Graduate Studies. Programs also may require approval by or consultation with their Doctoral Committee. Any request for change in chairperson may impact the timeline and delay completing the comprehensive assessment, thesis or dissertation.

A chairperson who retires from Towson University prior to the student's completion of the thesis/dissertation may continue to serve in that role for a maximum of three years, if he/she:

- Holds full graduate faculty status at the time of retirement
- Demonstrates continued active research/professional productivity during retirement
- Is requested by the student to continue to serve in that role
- Receives approval from the program director, department chairperson, and dean of Graduate Studies.

Alternatively, a chairperson who retires or resigns from Towson University prior to the student's completion of the thesis/dissertation may serve as a thesis/dissertation committee member if he/she:

- Meets the criteria for committee membership as stated below
- Is requested by the student to serve in that role
- Receives approval from the program director/department chairperson and dean of Graduate Studies.

The chairperson is the student's main consultant, advisor and advocate, and is to hold regularly scheduled meetings with the student throughout the thesis/dissertation process. The chairperson counsels the student regarding the potential membership of the thesis/dissertation committee with the goal of maximizing available faculty expertise related to the research question. It is incumbent on the student and the chairperson to assure that all content and methodological expertise needed for the research is present on the committee.

The chairperson challenges the student to anticipate theoretical, practical and methodological complications that are likely to be encountered. The chairperson guides the student through the analysis of the research topic and research questions to determine ways of addressing theoretical and methodological problems. The student is expected to submit drafts of the research proposal and the developing manuscript on a regular basis to the chairperson for feedback and approval. The chairperson is expected to provide timely and specific feedback on the drafts. Students and chairpersons are to discuss and agree upon expectations for timely submission of and feedback on drafts. The quality of the research is a direct reflection of standards established by the discipline and enforced by the chairperson. When meeting with another member of the thesis/dissertation committee, the student is to include the chairperson, or is to discuss the results of the meeting with the chairperson soon afterwards. This procedure will protect the student from inconsistent guidance and incompatible recommendations. If the student receives contradictory information, the chairperson is to take steps to resolve the inconsistencies, and assumes responsibility for the final decision.

The chairperson conducts the proposal and defense meetings. The chairperson may identify a thesis/dissertation committee member or other designated faculty member to oversee the defense process to assure it is consistent with Department/College/University requirements. The chairperson is to check the department's/program's expectations and procedures for the defense of thesis and dissertation, and make sure all procedures are followed by the committee members and the student. General expectations and procedures are to be discussed with the student prior to a defense meeting. Typically, the student is asked to present the contents of the written proposal, thesis, or dissertation to the committee, followed by questions from committee members. Although defense meetings typically are open to the campus community, the committee chairperson or other designated faculty member should make it clear at the outset of the meeting if and when questions to the candidate will be accepted from the audience. The student is to obtain special permission from the committee chairperson the program director or department chairperson, and the dean of Graduate Studies for a closed proposal or thesis/dissertation defense.

In some cases, a graduate student's research work may contain information that may be identified as proprietary in nature or relevant to patent applications. This information will be made available to committee members only and discussed in the defense meeting as part of a closed session between the candidate and the committee. When the discussion moves to other aspects of the project, the meeting will be re-opened to the campus community. The committee chairperson, in consultation with relevant committee members and the student are responsible for determining if some portion of the defense discussion should be closed. The chairperson also is responsible for overseeing this process during the defense meeting.

Proposal defense and thesis/dissertation defense meetings are to exemplify the highest level of professional and ethical conduct at all times. For doctoral students completion of the dissertation reflects the highest scholarly achievement. Thus, as a symbol of Towson University's commitment to scholarly excellence, the Dean of Graduate Studies or a faculty member of the Graduate Studies Committee is to be invited by the doctoral student and the dissertation chairperson to attend the dissertation defense.

Thesis and Dissertation Committee Members

Thesis/Dissertation Committee members are responsible for thorough review of the research document. At least two committee members in addition to the chairperson are required for the thesis committee. At least three committee members in addition to the chairperson are required for the dissertation committee. One dissertation committee member is to be external to the student's program of study. This committee member can be a faculty member in another department of the University or can be an expert who is external to the University. Other committee members may be added by the student and the chairperson for their content or methodological assistance. Usually, a committee will have no more than six members.

All members of the committee must hold appointment as full or associate graduate faculty, and possess expertise related to an aspect of the thesis/dissertation topic, or research methodology. Appointment as a full graduate faculty requires approval by the Graduate Studies Committee, based on evidence of the faculty member's continued active research and professional productivity and designation as assistant, associate or full professor at Towson University. Appointment as Associate Graduate Faculty requires approval by the Graduate Studies Committee based on evidence of: (a) 5 years or more work experience in the related field; (b) a master's degree or higher in a related field; (c) and research, artistry, expertise or productivity at the local, national or international level. In addition to Towson faculty, thesis and dissertation committee members may include retired faculty, faculty who resign from Towson University, or experts in the field from off campus. In determining committee membership, faculty from other departments may be considered, especially for interdisciplinary breadth or special expertise or experience.

Approval of and changes to the committee membership must be granted by the program director, department chairperson, and the dean of Graduate Studies. A committee member who retires or resigns from Towson University prior to the completion of the thesis or dissertation may continue to serve on the committee if

- requested by the student to do so and
- receives approval from the program director, the department chairperson, and the dean of the Graduate Studies Office

If the program requires that at least one committee member in addition to the chairperson be a member of the program or the University, then another faculty member needs to be appointed to replace the faculty member who retired or resigned.

Each committee member is to be fully familiar with the content of the proposal, thesis, or dissertation prior to the defense meeting and be prepared to discuss the research and any related concerns during the defense. When asked to be a member of a student's thesis or dissertation committee, the faculty member should inquire into the student's and the chairperson's expectations. The committee member should be willing to provide the student with the necessary time and support. Committee members are to resolve conflicts of values and professional opinions, theoretical and methodological differences directly with one another prior to the proposal or thesis/dissertation defense so that the student has clear guidelines as to what is expected. If the committee members cannot do so, the committee chairperson is to intercede. The chairperson also may seek approval from the program director and department chair to have the committee member step down from the committee.

SECTION III

Preparing the Thesis or Dissertation

Procedural Steps

The process begins with the student requesting a faculty member to serve as thesis/dissertation chairperson. The student is to abide by the academic program or department policies regarding procedures for determining which faculty member will serve as a thesis or dissertation chairperson. (See Section II: Roles and Responsibilities in this manual for more information on determining the thesis/dissertation chairperson).

The chairperson and the student then meet to discuss the focus of the research and identify additional committee expertise needed to assist the student in completing the thesis/dissertation. The student is to abide by the academic program or department policies regarding procedures for determining the thesis or dissertation committee members. (See Section II: Roles and Responsibilities in this manual for more information on determining the composition of the Thesis or Dissertation Committee.)

The student next obtains a copy of the *Thesis/Dissertation Committee Approval Form*, acquires the necessary signatures, and submits the completed form to the Office of Graduate Studies for approval before formally initiating the thesis/dissertation [See Appendix A for forms]. The dean of the Office of Graduate Studies verifies that all committee members hold graduate faculty status and meet the qualifications for serving on a thesis/dissertation committee, then signs and forwards a copy of the form to the program director and committee chairperson.

The student then obtains a special permit form from the graduate program director or department chairperson to register for the thesis or dissertation course. The student is to abide by the academic program and department policies and procedures for the number of thesis or dissertation units to register in each fall, spring, minimester, and/or summer term. Usually students completing a master's thesis register for a six-unit 897 course or a three-unit 898 course spread over two academic terms. Students working on a doctoral dissertation usually register for a 997 or 998 course, though the number and arrangement of the units varies among programs. In some programs, it is possible for students to register for all thesis or dissertation units in one term, though this usually is not advisable. Those students who attempt to complete all required units in one term must be very attentive to the various deadlines for completion and submission of the thesis project. Students always should consult with their thesis/dissertation chairperson regarding which academic term(s) to register for thesis/dissertation units and the number of units to take.

The student next develops the thesis/dissertation proposal. The student is to maintain ongoing contact with the thesis/dissertation chairperson and the committee members during the development of the proposal and to abide by the academic program or department guidelines for its content and scope. Some programs and departments

require a formal oral defense of a thesis proposal, though this is not a requirement of the Office of Graduate Studies. Doctoral dissertation proposals require a formal oral defense. Approval of the thesis or dissertation proposal by the chairperson and committee members is necessary for the student to proceed with the thesis or dissertation research. The student is to confer with and receive approval from the chairperson and the committee members for a proposed timeframe for completing the thesis or dissertation. The dean of the Office of Graduate Studies does not need to approve the thesis or dissertation proposal.

The student must seek and obtain written approval from the Towson University Institutional Review Board (IRB) for the Protection of Human Subjects prior to conducting research that involves the use of human subjects. Students must seek and obtain approval from Towson University Institutional Animal Care and Use Committee (IACUC) prior to conducting research that involves the use of animals. Students can contact the Office of Sponsored Programs and Research at (410)704-2236 or at ospr@towson.edu. Guidelines and applications for approval of research involving human subjects and animals are available at <http://grad.towson.edu/ours/>. Students are to allow ample time for submission to and review by IRB or IACUC of their research proposal. Depending on the type of research, the IRB or IACUC review process may take from one to many months. IRB and IACUC approval also may be required by external institutions for those research projects involving other agencies and institutions. Students are to include a copy of the Towson and external IRB or IACUC approval form as an appendix to their thesis/dissertation.

Once granted approval to implement the thesis or dissertation research, the student is to meet regularly with the committee chairperson. During these meetings, the student and chairperson are to discuss the progress of and findings from the research, review written drafts of the thesis/dissertation, and assess the progress toward completion of all thesis/dissertation requirements. The chairperson may direct the student to discuss the research findings and to submit drafts of the thesis/ dissertation to the other committee members for their feedback during this time period. The student typically need to submit multiple drafts of the thesis/dissertation to the chairperson and the committee members for review and feedback prior to the final draft.

Students are to abide by all deadlines established by the Office of Graduate Studies for review and submission of the final thesis/dissertation and by the Towson University Graduation Office for formal submission of an intention to graduate [See Appendix D]. Students are to abide by department and program deadlines for review and submission of the thesis/dissertation, if these deadlines are earlier than those stated by the Office of Graduate Studies.

- Once it is approved by the committee chairperson, the student is to distribute the final draft of the thesis or dissertation to the committee members for review at least seven weeks prior to the official end of the academic term (final exam week)

in which the student intends to graduate. The committee chairperson may decide if this is to be a paper or an electronic version. At the time of distribution, the student is to meet with the committee chairperson to establish a date and time for the oral defense of the thesis/dissertation. The oral defense is to occur at least four weeks before the end of the academic term.

- The student is to complete and submit a copy of the *Thesis/Dissertation Defense Announcement* form to the Office of Graduate Studies at least 10 working days prior to the defense date. [See Appendix A]. The Office of Graduate Studies or the administrative assistant to the dean of the student's academic college will post defense announcements on the T3 (Towson Tigers Today). Thesis and dissertation defenses are open to all members of the Towson University academic community, and to guests invited by the student. The student is to obtain special permission from the committee chairperson and the program director or department chairperson for a closed thesis and dissertation defense.
- Prior to the oral defense, the student is to prepare one copy of the *Thesis/Dissertation Approval* page [See Appendix A]. The Thesis/Dissertation Approval page is to conform to the thesis/dissertation guidelines in terms of font, margins, location of page number, and type of paper. If the manuscript requires little or no revision, the committee chairperson and the committee members sign the Thesis/Dissertation Approval page at the end of the defense, signifying their approval. If the manuscript requires revisions, the student is to make them prior to obtaining the signature of the chairperson and the committee members on the Thesis/Dissertation approval page [see below]. The student is to take special care to make sure the signature page is in the correct format. If it is discovered to be wrong, it will be necessary to obtain the committee members signatures once again on the correct form. The student is to submit the signed approval page to the Office of Graduate Studies. A copy will later be inserted into the electronic copy of the thesis or dissertation once the dean of Graduate Studies signs it.
- Within two days following a successful defense, the student should meet with the committee chairperson to discuss necessary modifications specified by the committee during the oral defense.
- The student is to make necessary modifications to the thesis/dissertation and submit it to the committee chairperson for final review. When submitting the modified document, the student also is to provide the committee chairperson with a copy of the *Office of Graduate Studies Thesis/Dissertation Format Review* for review and signature [See Appendix A]. The student is to submit the revised thesis/dissertation to the committee chairperson and committee members at least 15 working days before the last day of the term. This will allow the chairperson and committee members 5 working days for final check of content, formatting, typing and page numbering prior to last possible day the student has

to submit all materials to the Office of Graduate Studies. A student who exceeds these deadlines or whose work continues to require additional revisions may need to postpone graduation to the following academic term.

- The student is to submit the final approved thesis/dissertation, signed *Thesis/Dissertation Approval Page*, *Thesis/Dissertation Format Review Page* and the *Internet Release Page* in electronic form to the Office of Graduate Studies at gradstudies@towson.edu at least 10 working days prior to the official end of the term in which the student intends to graduate. The electronic copy of the thesis/dissertation is to be in a version compatible with Microsoft Word; the electronic copy should not be a PDF at this time. The Office of Graduate Studies evaluates an electronic copy of thesis/dissertation, after it has been approved by the committee, to ensure compliance with the procedural and formatting requirements stipulated in this manual. Theses or dissertations that do not follow the guidelines will need to be corrected by the student before receiving final approval from the Office of Graduate Studies.
- Once the thesis/dissertation is approved, the student is to send an electronic Word version, PDF version, the approval forms, the IRB approval forms, the consent and assent forms, the internet release form, the research and CV questions to the Office of Graduate Studies. Scanned versions of pages that contain signatures are acceptable. The Office of Graduate Studies will forward the electronic copy to Cook Library [See Section VI for more details]. Students are welcome to produce paper copies and have them bound for themselves, their committee chairperson, committee members and others. Neither the Office of Graduate Studies nor Cook Library requires a hard bound copy. Students may request binding of personal copies on a paper of their choice through Cook Library for a nominal fee. Even though paper copies are not being submitted, the formatting requirements of a paper copy must be followed. Doctoral students also may contact *ProQuest* to have their dissertations submitted to University Microfilm Incorporated, a database of nearly all dissertations from American universities.

Students are expected to maintain continuous registration in a thesis/dissertation course (or continuum) each academic term until they successfully complete all of the requirements of the thesis/dissertation. This also includes summer and minimester for those students who are working with their chairperson or committee members on their thesis/dissertation during these terms.

If the thesis or dissertation is not completed in the term(s) for which all required units have been earned, the student must register and pay for one unit of 899 Thesis Continuum or 999 Dissertation Continuum each proceeding term until it is completed. Students are to consult with their committee chairperson to determine if and when they

should register for Continuum units. Continuum courses are graded as Satisfactory (S) or unsatisfactory (U). In-progress (IP) grades are not given for continuum courses.

Students also must abide by the time limit for degree completion of their graduate program. This time limit includes all coursework, transfer courses, and thesis/dissertation completion (defense inclusive). Terminal master's degrees (MFA) and doctoral programs have a ten year time limit. All other graduate programs have a seven year time limit. Students should review their Graduate Program Handbook and consult with their committee chairperson to identify which time limit applies to their program.

Publishing with ProQuest

Towson University supports doctoral students publishing their thesis/ dissertation through ProQuest UMI as it allows international dissemination. This is in addition to the dissemination of your thesis/dissertation that occurs through Cook Library. Towson has an account that students can use to submit dissertations for free. Students can also pay additional fees for such options as copyright protection. You are not required to pay these fees, it is your choice.

ProQuest/UMI Dissertation Publishing is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.

The UMI ETD Administrator system helps manage the electronic submission of dissertations and theses that your university plans to publish with us. It simplifies the submission process for students and graduate administrators alike by moving all steps online and eliminating the need to box and ship paper copies of each dissertation or thesis.

To access Towson's account to ProQuest UMI, please click on the link below. It provides information as to how to submit your dissertation through Towson University. The word or pdf version you submitted to Graduate Studies and to Cook Library should contain all of the information you need to submit your document to ProQuest UMI.

<http://www.etdadmin.com/cgi-bin/school?siteId=555>

SECTION IV

Formatting the Manuscript and Arrangement of Pages

The general format requirements presented in this manual supersede all other requirements stipulated in previous editions of Towson University manuals. Students are to refer to the style manual preferred by the academic department or program for matters not specified in this manual. Some programs/departments may prefer that students follow a format and style required by the journal, monograph, book or other type of publication where they will submit their thesis or dissertation for publication. Students are to consult with their committee chairperson regarding the appropriate format and style to follow and are to use it consistently throughout the manuscript. Students are to inform the Office of Graduate Studies of any changes from the standard format and the reasons for such changes.

Type and Fonts

Because it is possible that the manuscripts will be reduced to microfilm or other small versions, type and fonts must be large enough and clear enough to retain their integrity during the reduction process. Typeface and font size should be uniform throughout the document. Students should use a serif type face and 12 point font. Times Roman typeface size is preferred in APA publications. A sans serif typeface may be used for figures. Compressed typeface should not be used.

As much as possible, students are to use word processing techniques for any special symbols, lines, boxes, or other printing. If there are any lines or symbols that cannot be produced using word processing symbols, students are to insert them on a hard-copy page with black ink that has adequate photographic reproduction quality. Students are to use a ruler for any drawn lines and a fine-point pen for symbols inserted in the printed text. The size of the written symbols is to be proportional to the printed characters. If any of these manual methods are used, the page must be scanned and added to the electronic document. Students are required to use black colored font unless there is a particular justification for using colored font.

All paragraphs must contain at least two sentences. There also must be at least two sentences of text between each heading level.

Margins

Students are to use consistent margins throughout the manuscript. The left margin is to be at least 1-½ inches to allow for any possible future binding. There is to be one inch above the top of the letters in the first line of type, and at least three-quarters of an inch above the top of the page number. The right and bottom margins are to be at least one inch.

Students are to adjust the text so as not to leave less than two isolated lines at the top of a new page or above the bottom margin except for the final page of a chapter, a table, or an illustration. All headings must be followed by at least two lines of text at the bottom of the page.

Page Numbers and Numbering

Preliminary pages. (See Arrangement of the Thesis and Dissertation below).

Preliminary pages should be arranged in the following sequence using **lowercase Roman numerals** (i, ii, iii, iv, etc.) centered above the bottom margin. Count the title page as page one but do not print a page number.

- Title page
- Approval page
- Acknowledgement page (optional)
- Abstract page
- Table of Contents
- List of Tables and number and the title of the tables (if two or more tables are included)
- List of Figures and the numbers and titles of the figures (if two or more figures are included)

Text. Beginning with the first page of the text and continuing to the end of the manuscript number pages in sequence with **Arabic numerals**, starting with 1. Count all pages and number them. Do not insert numbers such as "106a" or leave uncounted pages.

Position page numbers uniformly at the top of the page, flush with the right margin. Some style manuals also require students to use a running head. Students are to consult with their thesis/dissertation chairperson regarding the use of a running head.

Even if a page has text/table/graph/diagram filling the page and printed sideways (for landscape orientation), the page number should still be in the same position and alignment as on a regular page. This may require manually typing or positioning the page number. It may be necessary to scan any unusual page to insert it into the electronic text.

Line Spacing

Double-space the heading and main body of the text. Double-space, not quadruple-space, between main headings and subheadings and between headings or subheadings and text. Single-space within footnotes and endnotes.

Headings and Subheadings

- Format headings and subheadings consistently throughout the manuscript
- Arrange headings that are over 3 1/2 inches long in inverted pyramids with the longest line at the top
- Do not hyphenate words at the ends of lines
- Use the same font size for headings as used in the body of the text
- Place chapter titles below chapter numbers
- Double space, not quadruple space, after the last line of the title before beginning the text
- Double space between all heading and subheading levels
- Some style manuals give specific instructions for headings; others give none. In the latter case, useful guidelines can be found in Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

Tables and Figures

- Number all tables and figures with Arabic numerals in the order in which they are first mentioned in text, regardless of whether a more detailed discussion of the table or figure occurs later in the paper.
- Use double spacing as appropriate for tables and figures.
- Place each table and figure on a separate page within or at the end of the text. Label each table and figure by its number and title.

References Cited in the Text

- Arrange notes or other methods of reference citation in a definite and consistent order and style according to the discipline style approved by the academic program/department. If unsure, consult the thesis/dissertation chairperson.
- Place footnotes at the bottom of the page within the designated margins. Footnotes should be separated from the text with a horizontal line 2 inches long. Allow sufficient space during typing so that an entire footnote can be placed on the page on which it begins. Word processing programs, like Microsoft Word automatically perform this function.
- Endnotes should be placed at the end of each chapter, not at the end of the manuscript. They may be labeled *endnotes*, *chapter notes* or simply *notes*. Begin them at the top margin of a new page with a heading typed in the same manner as other subheadings in the manuscript.
- Whether using footnotes or endnotes, single-space the notes themselves and double-space between them.

Arrangement of the Thesis/Dissertation

Every manuscript is composed of three parts: a). Preliminary Pages, b). Text Pages, and c). Supplemental Pages.

Preliminary Pages

The preliminary pages are arranged in the following order and include the title page, approval page, acknowledgement page (optional), abstract, and table of contents. The preliminary pages also include the list of tables, list of figures, and list of symbols, if applicable. These pages are numbered using lower case Roman Numerals (ii, iii, etc.) that are placed at the bottom center of the page.

Title page. The title page includes the following information. The information is centered and spaced evenly. The title page is not numbered, but is considered page i. A sample of a title page is provided in Appendix B of this manual.

- Title of the study
- Name of the author,
- The phrase "A thesis in partial fulfillment of the requirements for the degree of MASTER OF ARTS" (or "OF SCIENCE," "OF EDUCATION," as appropriate, or "A dissertation in partial fulfillment of the requirement for the degree of DOCTOR of _____" as appropriate),
- Full name of the department to which it is submitted
- Name and address of Towson University
- Date of expected graduation (month and year), not the date of the defense

Approval page. The approval page contains the signature of the committee chairperson and the committee member, and indicates that the thesis/dissertation meets the standards of the academic program, the department, and the discipline. [See Appendix B for a sample of the Thesis/Dissertation Approval page].

Acknowledgement page. The acknowledgement page contains a brief statement of appreciation for or recognition of special assistance, guidance, or support provided to the students during the thesis/dissertation process. The word *Acknowledgments* is centered without punctuation two inches from the top of the page. Text begins two lines below this heading and is double-spaced.

Abstract. The abstract should provide the reader with an overview of the problem, methodology, and conclusion in concise, specific, and informative language. The abstract text for a master's thesis must adhere to a strict 150-word and a one page limit. Abstracts for doctoral work may be up to 350 words in length and may extend beyond one page. The heading *Abstract* is centered without punctuation two inches from the top of the page. Two lines below this heading the title appears as written on the title page. The author's name is centered and placed two lines below the title. The text of the abstract begins two lines below the author's name and is double-spaced.

Table of contents. Tables of contents may be brief and include only chapter headings, or may be detailed and include one or more levels of subheadings. The wordings of headings in the table of contents must correspond exactly to the wording of those headings in the text. No preceding material is listed, but any preliminary pages that follow the Table of Contents should be listed. All items of the main text and supplementary end material should be listed. Each main heading should be left justified. Sub-headings may be indented. Corresponding page numbers should align with the headings and be right justified. The heading *Table of Contents* is centered without punctuation two inches from the top of the page.

List of tables. This section is required if there are two or more tables in the manuscript. The heading *List of Tables* is centered without punctuation two inches from the top of the page. The list of tables uses either the captions exactly as they appear above the tables in the text or the first sentence of lengthy, multi-sentence captions. If the first sentence is used, it must be an informative statement about the subject matter contained in the table. The List of Tables should give a page number on the right side of the page for each item.

List of figures. This section is required if there are two or more figures in the manuscript. The heading *List of Figures* is centered without punctuation two inches from the top of the page. The list of figures uses the captions exactly as they appear below the figures or the first sentence of lengthy, multi-sentence captions. If the first sentence is used, it must be an informative statement about the subject matter contained in the figure. The List of Figures should give a page number on the right side of the page for each item.

Keys to symbols, abbreviations, or nomenclature. If used, the layout is up to the discretion of the student in consultation with the thesis/dissertation chairperson. The symbols, abbreviations, and nomenclature are to be consistent with those specified by the academic discipline and style manual.

Text Pages

Page numbering restarts on the first page of texts. Arabic numerals (1, 2, and 3) are used and placed in the upper right corner of the page. Some style manuals require a running head on each page to the left of the page number.

Headings. Theses/dissertations need to be carefully organized to reflect a logical development of the research project. Many, but not all, theses and dissertations are organized into five distinct chapters. Often the major sections of the work are:

- Introduction
- Literature Review
- Methods and Materials
- Results
- Discussion

Also, each chapter or major section may be divided into second, third, fourth, and fifth level sub-headings to emphasize specific aspects of the research. Chapters or major sections are to begin on a new page.

Spacing and indentation of text, series, and block quotations. The text is double-spaced and a new paragraph begins five spaces from the left margin. Use only left-only justified margins. Numbered, lettered, or bulleted series are indented from the left margin. Block quotations also are indented from the left margin.

Footnotes and endnotes. The format and style of documentation of sources varies among disciplines. The format/style used also may be one that is required by the journal, monograph, book or other type of publication to which the dissertation/thesis is submitted. Students are to use the chosen format consistently throughout the thesis/dissertation. Even if references are inserted as endnotes, they still must be included in the bibliography at the end of the work. Students should consult with their committee chairperson to identify a style appropriate to be used consistently throughout the manuscript.

SUPPLEMENTAL PAGES

Arabic numerals are used to number supplemental pages. The numbering continues from the main text pages. The page number and running head, if applicable, are placed in the upper right corner of the page.

Appendices. Appendices are used for supplementary illustrative materials such as research or survey instruments, original data, extended tables or charts, mathematical derivations, computer programs, or quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text. IRB or IACUC approval letters to use human or animal subjects, Informed Consent forms, Informed Assent forms, and survey forms used in the research process also are placed in the appendices. Students must include the signed IRB or IACUC, copies of the informed consent/informed assent

forms, copies of research questions, surveys and other research forms in the appendices if they were a part of the thesis/dissertation. Student is also to include a curriculum vita.

Appendices follow the last page of the text. Introduce the appendix with a consecutively numbered page on which the *word Appendix (or Appendices)* is centered without punctuation. Each appendix should be labeled, either at the top or on a proceeding blank page, as Appendix A, Appendix B, etc. The sequence of the appendices follows the order where they were first introduced in the main body of the text. Each appendix needs to be labeled and named in the main body of the text for it to be included in the appendix section.

In the main Table of Contents, include Appendix or Appendices, with the page number of the first page of the appendix section. If there are several appendices, each should be listed and labeled in the Table of Contents, indented, under the listing of Appendices, with its appropriate page number.

Bibliography (List of References, or Citations, or List of Sources). The last section of the thesis or dissertation is the bibliography. Since nearly all theses and dissertations make use of other works, either in direct quotation or by reference, this section typically is required. The format/style used is to conform to the requirements of the student's academic discipline or the journal, monograph, book or other type of publication where the student intends to publish the work. Each citation listed in the text must be included in the bibliography. The minimum requirements usually are that the referencing system and bibliography be consistent throughout the manuscript, that they are clear, and that they fully agree with each other. All work cited in the text must be included in the bibliography. Some word processing systems provide features that assist with formatting of citations and references.

Curriculum vita. This page is to be one to two pages, single-spaced, and contain a brief account of the author's academic credentials, work experience, professional memberships and contributions to the discipline, in the form of professional presentations and published manuscripts [See sample in Appendix B].

Need help drafting a CV?

http://www.towson.edu/careercenter/medialibrary/documents/curriculum_vitae.pdf

Blank white page. At the end of the thesis/dissertation, there should be one blank white page. This page should not be numbered.

SECTION V

Discipline Styles

A significant aspect of the educational development of many graduate students is to become knowledgeable about the writing style appropriate to their discipline or form of research selected. Therefore, the appropriate writing style and format for the thesis or dissertation is determined by the discipline standards to which the profession subscribes. The organization of the content of a thesis or dissertation should conform to the publication manual or guide most commonly used in the discipline, one that best accommodates the nature of the research and/or the format/style required by the journal, monograph, book or other type of publication to which the student will submit the thesis or dissertation. The chosen format is to be used consistently throughout the document. If a department/program does not stipulate any specific style manual, Turabian's *Manual for Writers of Term Papers, Theses and Dissertations* may be used. The current edition of any style manual must be used in all cases. The student should consult with the committee chairperson to confirm the writing style to be used. If the style manual differs from these Guidelines, the style of the manual may be followed, but a note to this effect should alert the staff member who will check the format.

Just a few final reminders before you turn in your final document.....

Did you....

- consistently use the appropriate style stipulated by the Program/Department?
- check to be sure pages are numbered appropriately, sequentially and located on the page as instructed in the guidelines?
- verify page numbering for chapters/major headings in the Table of Contents is consistent with pages in the document?
- make appropriate margin adjustments for each page as instructed in this manual?
- follow margin guidelines consistently for footnotes, tables, figures, illustrations and photographs?
- use the correct font size?
- follow the line spacing guidelines identified in this manual?
- check for and correct typing and grammatical errors?
- label and title all tables and figures, include in preliminary section
- arrange the preliminary pages of the manuscript as instructed in this manual?
- include the following as part of your dissertation/thesis: signed IRB; copies of informed assent and consent forms; copies of research questions; survey instruments; or other research tools.
- Curriculum Vita
- make all the corrections stipulated by your committee?
- obtained committee signatures for all required pages (thesis/dissertation approval form, format review form, internet release form? (scanned versions are acceptable)
- check to be sure all required paperwork for thesis/dissertation completion and graduation have been completed and submitted?
- pay all outstanding fees to the university?

Section VI Electronic Dissemination



ETD Program Statement

Purpose of this Document

This document describes the Library's role in receiving, storing, and providing access to electronic versions of theses and dissertations (ETDs) as part of its digital collections program. It is not intended as a replacement for Office of Graduate Studies (OGS) guidelines for the preparation of theses and dissertations. Students who are preparing a thesis or dissertation should follow the guidelines set forth by the OGS document "Guidelines for preparing theses and dissertations." Students should not use password protection when submitting PDF versions of their dissertation. Password protection may prevent us from being able to view the document with some future version of the Acrobat PDF reader.

About ETDs

Honors theses, master's theses, and doctoral theses or dissertations prepared by students at Towson University are enduring records of a student's research and findings conducted in partial fulfillment toward an academic degree. Electronic format of theses and dissertations supports the Library's continued efforts to preserve these works while providing authors with ready access to their scholarly work. Through the Library's digital collection of ETDs authors will be able to share stable and perpetually accessible URLs pointing to their work with current or future employees or colleagues, or include them in such documents as resumes, curriculum vita, or future applications for additional continued education. ETDs are administered through the Library's Special Collections and Archives department (SCA).

History of Theses and Dissertations at the Albert S. Cook Library

In the past, and prior to July 1, 2010, the Library received two print copies of theses or dissertations, one for the general collection and one for SCA, and the Library paid to have them bound by a third party vendor. When the Library took receipt of these documents for binding they had been vetted and approved by a committee within the student's academic department and reviewed for formatting compliance by the OGS. When newly bound copies of theses and dissertations were returned to the Library from the bindery, the Library added them to the cataloging work flow. When cataloging was complete a circulating copy was shelved in the stacks for check out and a non-circulating copy was sent to SCA to be permanently retained and preserved.

Early in 2010 the Library consulted with OGS regarding the possibility of implementing the electronic-only submission of theses and dissertations. The move was proposed to

streamline Library work flows and to increase access to student research. The OGS agreed to the change in submissions and the Library discontinued binding print copies of theses and dissertations.

Beginning July 1, 2010 the Library officially implemented electronic submissions in the PDF format of final copies of theses and dissertations. All ETD manuscripts received were previously vetted by the student's thesis committee and the OGS. The Library also received from OGS copies of each ETD author's signed Thesis/Dissertation Committee Approval Forms and Internet Release Form.

Although the Library is no longer paying to bind print theses and dissertations students may still request binding of personal copies on a paper of their choice through the Library for a nominal fee. Requests for binding of personal print copies of theses and dissertations may be directed to the Albert S. Cook Library Technical Services department.

Library Workflow for Receipt and Processing of ETDs

The following is an outline detailing the Library workflow for receipt and processing of ETDs following the conclusion of fall, spring, and summer semesters during which theses and dissertations are completed by students at Towson University.

- SCA receives PDF versions of ETDs, signed Thesis/Dissertation Committee Approval Forms, and Internet Release Forms from OGS.
- SCA imports each ETD and its corresponding Committee Approval Form into the Library's digital collection. At this time the full text of the ETD is freely available on the web*.
- SCA notifies the Library's Technical Services department that ETDs are ready for cataloging.
- Technical Services collects descriptive data about each ETD to create a unique catalog record for inclusion in the Library's online catalog. Each record includes the URL pointing to the ETD in the library's digital collection.
- Technical Services notifies SCA that cataloging is complete.
- SCA creates a duplicate data record to accompany the ETD within the library's digital collections.

*Note: If SCA has not received a signed Internet Release Form from the ETD author the Library will still create a catalog record with a URL that points to the ETD but access to the full text will be restricted to the author or to Library staff for administrative purposes only. The ETD can be made available to the public at any time provided that the author indicates the desire to do so by submitting a signed Internet Release Form to OGS or SCA.

Intellectual Property and Copyright

Copyright protection is granted automatically under current U.S. law to "original works of authorship...fixed in any tangible medium of expression." Copyright notices (e.g., ©2011

John H. Jones) are *not* required to appear on copies of the work and the copyright does *not* need to be registered with the U.S. Copyright Office for the work to be protected, although there are practical advantages to both notice and registration (for more information, see www.copyright.gov/help/faq).

Under the [Towson University Policy on Intellectual Property](#), students retain copyright of their own original work, such as term papers, theses, and dissertations, subject to certain exceptions. The Library *must* receive from the OGS an Internet release form signed by the student. The release form grants Towson University a non-exclusive right to reproduce and distribute the thesis or dissertation and abstract in electronic format; it does *not* transfer any copyright rights in the work, except for the permission described in the release form.

Students who have incorporated the copyrighted work of others into their thesis or dissertation are responsible for ensuring that their use of this material is lawful, whether the material was included under a written grant of permission by the copyright owner or whether the student's use of the work was covered by one of the statutory limitations on copyright, such as fair use (for more information, see the [Towson University Guidelines for Use of Materials Protected by Copyright](#)).

Open Access

Although copyright law is intended to protect copyrightable works, so that authors can profit from their creativity, academic works are generally measured less by the profit they generate and more by the scholarly impact they have within their field of study. Authors of academic works may benefit more by widespread dissemination of their works without regard to monetary profit.

The Open Access thesis/dissertation submission option provides students with a stable and perpetually accessible means of disseminating their original scholarship. As part of the Library's digital collections, the thesis or dissertation is assigned a persistent URL, which students can then include on their CV or resume. Further, since the library's digital collections are indexed by the major search engines and since they include additional descriptors, like assigned subject headings, for each thesis or dissertation, they are more discoverable than works posted to an author's personal Web page. Finally, most academic journal and book publishers are now well-accustomed to prior deposit of theses and dissertations in online institutional repositories or digital collections and do not consider this a disqualification to subsequent publication. Note, however, that students who anticipate submitting their work to commercial trade publishers, or those whose thesis consists of creative/expressive work like fiction, poetry, or drama, may instead want to consider the Temporary Embargo option. For more information about the benefits of open access to scholarly research, see www.arl.org/sparc/greaterreach/index.shtml.

Embargoes

Although there are many benefits to open access, students may wish to place a temporary embargo on their ETD, thereby restricting access to its content in order to avoid future problems that may arise if they wish to publish their research in a journal or as a book with a publisher. If a student has placed an embargo on their ETD, the Library will make the catalog records available in the catalog and the digital collection while restricting access to the PDF until the embargo has expired.

When submitting ETDs to SCA it is recommended that the Internet Release Form used by OGS make provisions for students to indicate whether or not they desire a temporary embargo which limits access to the ETD for a specific period of time. At the time that a temporary embargo has expired SCA will make the ETD freely available unless an extension is requested in writing by the student.

In keeping with standard practices SCA proposes the following options in relation to embargoes on access to ETDs:

- **Open Access.** No embargo is requested, catalog data and electronic thesis or dissertation is freely available. The student grants to Towson University the non-exclusive right to reproduce and distribute their thesis or dissertation, in whole or in part, and its abstract, in whole or in part, in electronic format over the World Wide Web. In granting this limited permission, the student does not surrender intellectual property rights, except for the non-exclusive limited permission.
- **Temporary Embargo with Limited Access.** An embargo for a specific period of time (such as 1 to 5 years) that allows limited access under certain conditions. Catalog data will be freely available but access to the electronic version is restricted to Cook Library staff members for the purpose of administering or maintaining electronic ETD files, to fulfilling requests for Interlibrary Loan (ILL), or to in-person use within the Special Collections department in the Towson University Albert S. Cook Library.
- **Temporary Embargo.** An embargo for a specific period of time (such as 1 or 5 years), or an embargo set to expire on a specific date. A temporary embargo can be extended at the written request of the author. Catalog records will be freely available but access to the PDF will be prohibited to anyone other than Cook Library staff members for the purpose of administering or maintaining electronic ETD files or catalog records until the temporary embargo expires. The PDF will not be made available in response to ILL requests unless permission is granted by the author.
- **Permanent Embargo.** An embargo which restricts access to an ETD permanently and indefinitely unless the author requests that the embargo be removed. Catalog records will be freely available but access to the PDF will be prohibited permanently and indefinitely unless the author releases the embargo. The PDF will not be made available in response to ILL requests unless written permission is granted by the author.

APPENDIX A: Forms

Thesis Committee Approval Form

Dissertation Committee Approval Form

Thesis/Dissertation Defense Announcement Form

Thesis/Dissertation Format Review Form

Thesis Approval Page

Dissertation Approval

Internet Release Form

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

THESIS COMMITTEE APPROVAL FORM

Student's Name

Chairperson, Thesis Committee

Signature

Typed name

Member

Signature

Typed name

Member

Signature

Typed name

Member

Signature

Typed name

Note: Please attach a description of the affiliation and credentials of any non-Towson University members of the Committee, and the members' *curriculum vita*.

Approved by

Graduate Program Director

Signature

Date

Department Chairperson

Signature

Date

Dean of Graduate Studies

Signature

Date

Note: It is the responsibility of the student to obtain all signatures *before beginning the proposal*.

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

DISSERTATION COMMITTEE APPROVAL FORM

Student's Name

Chairperson, Thesis Committee

Signature

Typed name

Member

Signature

Typed name

Member

Signature

Typed name

Member

Signature

Typed name

Note: Please attach a description of the affiliation and credentials of any non-Towson University members of the Committee, and the members' *curriculum vita*.

Approved by

Graduate Program Director

Signature

Date

Department Chairperson

Signature

Date

Dean of Graduate Studies

Signature

Date

Note: It is the responsibility of the student to obtain all signatures *before beginning the proposal*.

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

Thesis/Dissertation Defense Announcement Form

Student's Name _____

Department/Program: _____

Chairperson, Thesis/Dissertation Committee _____

Check One: Thesis Dissertation

Committee Chairperson's phone: _____ e-mail _____

Title of Thesis/Dissertation: _____

Date of Defense:

Time of Defense:

Location:

**Submit electronically to executive administrative assistant in your college or to the
Office of Graduate Studies (gradstudies@towson.edu) for publication on
Towson Tiger Today (T3).**

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

THESIS/DISSERTATION FORMAT REVIEW

To: Dean of Graduate Studies

From: (Student Name) _____ **Phone:** _____

E-mail: _____

Enclosed is a draft of my thesis/dissertation. This work was defended successfully on (Date) _____. The format of this draft has been approved by my Committee Chairperson. I am now asking for final approval of the format from the Office of Graduate Studies. After making any corrections the Office of Graduate Studies requires:

Areas to be Reviewed by the Office of Graduate Studies

- | | | |
|--|-----------|----------|
| 1. Correct ordering of the preliminary pages, text, and appendices | Yes: ____ | No: ____ |
| 2. Appropriate margin spacing in text | Yes: ____ | No: ____ |
| 3. Correct positioning of page numbers | Yes: ____ | No: ____ |
| 4. Correct page numbering in Table of Contents | Yes: ____ | No: ____ |
| 5. Correct font style and size | Yes: ____ | No: ____ |
| 6. Correct line spacing in text | Yes: ____ | No: ____ |

Areas Reviewed by the Committee Chairperson

- | | | |
|---|-----------|----------|
| 1. Accuracy of content, research methods, and findings | Yes: ____ | No: ____ |
| 2. Adherence to professional standards and English rules of grammar for writing | Yes: ____ | No: ____ |
| 3. Appropriate reference style used in text | Yes: ____ | No: ____ |
| 4. Accuracy and completeness of appendices, references, and citations | Yes: ____ | No: ____ |
| 2. Correct table formatting and labeling | Yes: ____ | No: ____ |
| 3. Correct figure formatting and labeling | Yes: ____ | No: ____ |
| 4. Correct reference style in bibliography | Yes: ____ | No: ____ |
| 5. Correct headers and chapter titles | Yes: ____ | No: ____ |

Committee

I confirm that I have thoroughly reviewed and approve the student's work for accuracy and completeness of content and formatting.

Chairperson Signature _____ **Date:** _____

Chairperson's phone number: _____ **Chairperson's e-mail address:** _____

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

THESIS APPROVAL PAGE

This is to certify that the thesis prepared by [INSERT Student's Name] _____

_____ entitled [INSERT Title of Thesis] _____

has been approved by the thesis committee as satisfactorily completing the thesis requirements for the degree _ [INSERT Type of Degree] _____
(for example, Master of Science)

Chairperson, Thesis Committee Signature	Type Name	Date
---	-----------	------

Committee Member Signature	Type Name	Date
----------------------------	-----------	------

Committee Member Signature	Type Name	Date
----------------------------	-----------	------

Committee Member Signature	Type Name	Date
----------------------------	-----------	------

Committee Member Signature	Type Name	Date
----------------------------	-----------	------

Dean of Graduate Studies	Type Name	Date
--------------------------	-----------	------

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

DISSERTATION APPROVAL PAGE

This is to certify that the thesis prepared by [INSERT Student's Name] _____

_____ entitled [INSERT Title of Thesis] _____

has been approved by the thesis committee as satisfactorily completing the dissertation requirements for the degree_ [INSERT Type of Degree] _____

(for example, Doctor of Science)

_____	_____	_____
Chairperson, Dissertation Committee Signature	Type Name	Date

_____	_____	_____
Committee Member Signature	Type Name	Date

_____	_____	_____
Committee Member Signature	Type Name	Date

_____	_____	_____
Committee Member Signature	Type Name	Date

_____	_____	_____
Committee Member Signature	Type Name	Date

_____	_____	_____
Dean of Graduate Studies	Type Name	Date

Internet Release Form for Electronic Theses and Dissertations (ETDs)

Student Name: _____ TU ID _____

Address: _____

Phone: _____ e-Mail _____

Program: _____

Title of Thesis/Dissertation/Project _____

Advisor: _____

In consideration of the mutual promises and considerations herein, and of Towson University's digitizing and disseminating the Work, I hereby grant to Towson University the perpetual, non-exclusive right to reproduce and distribute the Work, in whole or in part, and my abstract, in whole or in part, in electronic format over the World Wide Web, subject the access restrictions indicated below. I represent and warrant to Towson University that the Work and the abstract are my original work, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights to the Work and abstract. The copyright in the Work, and in the digitized version of the Work prepared by the University, are and shall be owned by me, subject to the access restrictions indicated below.

Access restrictions (indicate one):

Open Access. No embargo is requested, catalog data and electronic thesis or dissertation is freely available.

Temporary Embargo with Limited Access. Expires on (MM-DD-YYYY): _____.

Catalog data will be freely available but access to the electronic thesis or dissertation is restricted to Cook Library staff members for the purpose of administering or maintaining electronic ETD files, to fulfilling requests for Interlibrary Loan (ILL), or to in-person use within the Special Collections department in the Towson University Albert S. Cook Library.

Temporary Embargo. Expires on (MM-DD-YYYY): _____. Catalog data will be freely available but access to the electronic thesis or dissertation is limited to Cook Library staff members for the purpose of administering or maintaining electronic ETD files only. The PDF will not be made available in response to ILL requests unless permission is granted by the author. Reasonable written requests to extend the embargo expiration date will be granted.

Permanent Embargo. Catalog data will be freely available but access to the electronic thesis or dissertation is permanently and indefinitely restricted until or unless I submit a written request to Special Collections and Archives to change the access restrictions and/or make it freely available. Only Cook Library staff members may access the electronic thesis or dissertation for administrative purposes.

Student Signature _____ Date _____

This work *does not relate* to potential patented work

This work *relates* to potential patented work. Access to the electronic thesis or dissertation is permanently and indefinitely restricted until or unless a written request is submitted to Special Collections and Archives to change the access restrictions and/or make it freely available.

Faculty Advisor Signature _____ Date _____

APPENDIX B: Sample Pages

Thesis Title Page

Dissertation Title Page

Copyright Page (for either Thesis or Dissertation)

Curriculum Vita

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

(TITLE OF THESIS TYPED IN CAPITAL LETTERS)

(LINE 11)

(DOUBLE SPACED AND CENTERED)

by

(LINE 24)

(Student's Name)

A thesis

Presented to the faculty of

Towson University

in partial fulfillment

of the requirements for the degree

Master of (Arts) (Science) (Education)

Department of _____

Towson University

Towson, Maryland 21252

(Month, Year of Graduation)

**TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES**

(TITLE OF DISSERTATION TYPED IN CAPITAL LETTERS)

(LINE 11)

(DOUBLE SPACED AND CENTERED)

by

(LINE 24)

(Student's Name)

A Dissertation

Presented to the faculty of

Towson University

in partial fulfillment

of the requirements for the degree

Doctor of (Audiology) (Science) (Education)

Department of _____

Towson University

Towson, Maryland 21252

(Month, Year of Graduation)

© 2011 By John H. Jones
All Rights Reserved

NOTE: This page should only be included in a thesis or dissertation that is to be copyrighted.

CURRICULUM VITA

NAME:

PERMANENT ADDRESS:

PROGRAM OF STUDY:

DEGREE AND DATE TO BE CONFERRED: e.g., Master of Arts., 2009

Secondary education: (name of school, city, state and graduation date:

<u>Collegiate institutions attended</u>	<u>Dates</u>	<u>Degree</u>	<u>Date of Degree</u>
(NOTE: Include Towson University degree for which thesis/dissertation is submitted.)			

Major:

Minor(s), if applicable:

Professional publications: (list publications chronologically in proper style)

Professional positions held: (include present or immediately prospective position; include addresses)

APPENDIX C: Administrative Procedures

Projects

In all Departments, the course number 880 (and, if necessary, 881 and 882) is the number for projects. If a student cannot finish the project work in one term, he/she should register for Project Continuum, one credit, with course number 885 in the next term. Usually 885 should be repeated only with special permission. Setting up courses for projects and project continua is entirely within the department, with course term files like any other courses.

If a project is not completed at the end of the project course, the grade of "IP" (In Progress) will be given. Do not give "I" (Incomplete) since that will automatically change to "F" after one term. At the end of the project work a letter grade is given for the project course and S (satisfactory) for the project continuum.

Theses and Dissertations

Thesis course numbers are the same in all departments. 897 is a six-credit course for thesis. It is used if the entire thesis work is expected to be done in one term. If the work is to be spread over two terms, the student should take 898 for three units and then take 898/998 again in the next term (normally the two terms of 898/998 should be consecutive; if that is not the case, the program director should inform the Office of Graduate Studies of the gap with an explanation.

Dissertations are numbered 997/998. The number of units for a dissertation varies among doctoral programs and usually ranges between 12 and 24 units.

Students who do not complete their thesis or dissertation within the stated timeframe and units must register for 899 Thesis Continuum or Dissertation continuum (999). The thesis or dissertation chairperson enters a grade of IP (in progress) for the thesis or dissertation course. Continuum courses are one unit per term. This registration can be repeated as many terms as necessary within the limits stated by the program. The student must have continuous registration until the work is approved. Students also must register for summer if the seeking guidance from the thesis chairperson or committee members during that timeframe. In particular, the student must be registered in the term of graduation

The student's thesis and dissertation committees should be setup and approved before the student registers for thesis/dissertation course. The thesis or dissertation committee approval form must be submitted to the Office of Graduate Studies for the Dean's approval and signature before the student registers for a thesis/dissertation or thesis/dissertation continuum course. After thesis or dissertation committee is approved, the department, in consultation with the thesis/dissertation chairperson sets up the

courses. Departments should prepare separate course term files, with different section numbers, for each thesis and dissertation student. On the Course Term File, thesis or dissertation chairperson is listed as the primary instructor. The course term file should be submitted to the Office of the Registrar, as occurs for other courses. If the thesis or dissertation course has been set up correctly, only the thesis or dissertation chairperson will have access to the grade roster and be able to submit grades.

At the end of the thesis or dissertation work, the student will present an oral defense to the committee. Oral defenses are open to the university community. The committee may require the student to make corrections or additions to the thesis or dissertation. Once the committee has approved the thesis/dissertation, the student will submit an electronic draft to gradstudies@towson.edu in the Office of Graduate Studies, the approval form signed by the members of the thesis committee, and the Format Review and Internet release forms. The student should make sure that the format of the signature pages is correct before getting signatures. The Office of Graduate Studies then will check the thesis/dissertation for technical details (margins, page numbering, etc.). The student will need to make corrections to technical details identified by the Office of Graduate Studies. After making the corrections, the student will submit an electronic version of the final version to gradstudies@towson.edu as an attachment in Word or PDF format. The Graduate Studies dean then will sign the approval page. The Office of Graduate Studies will notify the thesis/dissertation chairperson and the Graduation Office when the Graduate Studies dean signs the approval form. The thesis/dissertation will be forwarded to the Library for archival and access, with the students permission via the Internet Release form. After approval of the thesis/dissertation, the grade for all thesis and thesis continuum courses is given by the thesis advisor.

Thesis and Dissertation Grading

It is the responsibility of the instructor to post the grade on PeopleSoft when the students complete their thesis or dissertation.

1. Students who successfully complete thesis or dissertation courses (usually 897, 898, 997, or 998) will receive a grade of S (Satisfactory)
2. Students who are making progress towards completing the thesis or dissertation, but have remaining work to complete will receive a grade of IP (In Progress).
3. Once a student receives a grade of IP, the student has two options: register for thesis or dissertation continuum course (usually an 899/999) or register for additional thesis or dissertation units (usually 897 or 997).
 - a. Students who have fulfilled all of their thesis/dissertation course unit requirements but have not completed their thesis/dissertation register for **thesis or dissertation continuum courses**. These students will receive a grade of S, if they demonstrate satisfactory work for the continuum, but do not complete all of the work required for the thesis or dissertation.
 - b. Students who register for **thesis or dissertation continuum courses** will receive a grade of U, if they demonstrate unsatisfactory work and do not complete all of the work required for the thesis or dissertation.

- c. Students have not fulfilled all of the course unit requirements for the thesis/dissertation will continue to register for thesis **or dissertation** courses until they do so. They will continue to receive a grade of IP, if they are making satisfactory progress, but do not complete all of the work required for the thesis or dissertation.
4. For any student who has received a grade of IP, the faculty member will submit one change of grade form or send an email on via Towson University email account to the Registrar's Office when the student has successfully completed the thesis or dissertation. The change of grade form/email will indicate a grade of S for the thesis or dissertation course (897, 898, 997 or 998)

The Office of Graduate Studies will monitor the thesis/dissertation format and will be the final office notifying the Graduation Office that a student is eligible to graduate. That is, students will be eligible to graduate only after they complete 1) the course requirements for the thesis or dissertation as indicated by the grade posted by the instructor and 2) the thesis/dissertation formatting and submission requirements for the Office of Graduate Studies as outlined in the Towson University Graduate Thesis Guidelines.

<http://grad.towson.edu/academic/thesis/index.asp>.

APPENDIX D: Office of Graduate Studies Timetable of Deadlines for Finishing Thesis/Dissertation Work ^{1,2,3}

	Fall term	Spring term	Summer term (tentative)
Thesis draft to advisor	Oct 31	April 2	June 19
Announcement Form to Grad Studies Office	Nov 6	April 9	June 26
Oral defense	Nov 20	April 22	July 10
Post Oral defense meeting	Nov 26	April 24	July 10
Final Corrections to Committee Members	Nov 26	April 30	July 17
Final Committee Approval	Dec 4	May 6	July 22
Committee signatures	Dec 4	May 6	July 22
Approved draft to Grad Studies Office	Dec 5	May 7	July 24
Format corrections	Dec 5-12	May 7-14	July 25-29
Final submission to Grad Studies Office	Dec 12	May 14	July 31
Submission of grade by Committee Chairperson	Dec 18	May 20	August 7

¹Students are encouraged to submit their work earlier, as these dates reflect the latest deadlines for submission.

²Students are to abide by program or department guidelines if they are earlier than those required by the Office of Graduate Studies.

³All thesis/dissertation submissions to the Office of Graduate Studies must be submitted electronically as an attachment in either Microsoft Word or PDF format. The Thesis/Dissertation Approval page with signatures of all committee members, Internet Release and Format Review forms must have the original signatures. The student should make sure the forms are formatted correctly; otherwise the signatures might have to be obtained again. The approval page and forms with original signatures can be scanned and emailed to gradstudies@towson.edu or faxed to 410.704.3129. **Electronic signatures are not accepted by USM.** The Office of Graduate Studies staff will notify the student of any necessary format corrections via email. The corrections should be made before sending the final version—again, electronically.

APPENDIX E: End of Program Checklist

Master's Degree Students

___ Submit an application for Graduation at the start of the term in which you expect to graduate. If you do not graduate in that term, you must reapply for graduation in the following term). The application can be done online at <http://grad.towson.edu/graduation/apply.asp>.

___ Check your program sheet to confirm that you have completed all the required courses successfully (without any Incompletes, no more than two C grades, no more than three 500-level courses) as well as any special assignments such as internships, clinical, etc.

___ Satisfy requirements within your Department/Program for writing and defending.

___ Follow the Thesis/Dissertation Guidelines

(<http://grad.towson.edu/academic/thesis/index.asp>) carefully, and submit an electronic draft to Office of Graduate Studies review of the format and the clearance of the thesis.

___ After clearance of the draft copy, submit to the Office of Graduate Studies:

___ a final electronic copy¹ of your thesis and all supporting documentation.

___ (optional) If you wish to have bound copies of your thesis, contact the Albert S. Cook Library's Technical Services Department at 410.704.2461. Inform the Library of the number of copies you want bound. The Library will charge a nominal fee for these services.

___ Sign Internet Release form (page 32) if you wish to allow your work to be published on the Internet. Print, sign and submit this form to the Office of Graduate Studies.

¹ Keep in mind that Microsoft Word for Mac checks and formats pages differently than the Windows version.

Doctoral Students

___ Submit an application for Graduation at the start of the term in which you expect to graduate. (If you do not graduate in that term, you must reapply for graduation in the following term). The application can be done by using the online at <http://grad.towson.edu/graduation/apply.asp>.

___ Satisfy requirements within your Department/Program for writing and defending.

___ Follow the Dissertation Guidelines

(<http://grad.towson.edu/academic/thesis/index.asp>) carefully, and submit an electronic draft to Office of Graduate Studies for review of the format and the clearance of the dissertation/project.

___ After clearance of the draft copy, submit to the Office of Graduate Studies:

___ a final electronic copy¹ of your thesis/dissertation and all supporting documentation

___ (optional) If you wish to have bound copies of your dissertation, contact the Albert S. Cook Library's Technical Services Department at 410.704.2461. Inform the Library of the number of copies you want bound. The Library will charge a nominal fee for these services.

___ Sign Internet Release form (page 32) if you wish to allow your work to be published on the Internet. Print, sign and submit this form to the Office of Graduate Studies.

___ Complete Survey of Earned Doctorates at, <https://sed.norc.org/survey>.

¹ Keep in mind that Microsoft Word for Mac checks and formats pages differently than the Windows version.

Commencement Ceremony

___ Order your gown and hood from the University Store. For more information about preparation for commencement, check the University's commencement website: <http://wwwnew.towson.edu/commencement/>.

Doctoral Students Graduation Information

___ Attend the rehearsal of the hooding ceremony, to be announced by the Graduate Dean.

___ Wear your cap and gown, but carry your hood, to the Commencement ceremony. (The hood will be placed over your head as part of the ceremony).

___ Celebrate! Congratulations! (and get used to being called "Doctor")