

Graduate Thesis Guide

Instructions for Preparation and Submission the Master's Thesis

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1. INTRODUCTION

The purpose of the *Graduate Thesis Guide* is to provide specific format requirements for the preparation and submission of the Master's thesis. These guidelines are the final authority on the uniform style that graduate theses must follow. For more detailed editorial requirements, follow your discipline's style manual as well as the recommendations of your advisor and committee.

The *Graduate Thesis Guide* is updated every year; therefore, it is incumbent on the student to ensure that his or her document follows the acceptable format and guidelines stipulated in the most current *Graduate Thesis Guide*. The rules set forth in this guide take precedence over any previous guides issued by the School of Graduate Studies.

NOTE: Do not consult or rely on older bound copies of theses available in your department or elsewhere. Any other questions regarding the format of the thesis not answered in this guide should be directed to the School of Graduate Studies.

2. REQUIREMENTS FOR GRADUATION

2.1 The Semester before Intended Graduation

- I. Students must complete and submit the Graduate Graduation Application and pay the appropriate fee to the School of Graduate Studies. Graduation application submission deadlines are available on the Graduation Information tab on the School of Graduate studies website: www.graduate.clayton.edu.
NOTE: In order to graduate students are required to have a cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale.
- II. Students must submit an updated Master's Degree Plan of Study, signed by the student's major professor and the Graduate Program Director. The Master's Degree Plan of Study is available on the forms for applicants and current students tab on the School of Graduate Studies website: www.graduate.clayton.edu.
- III. Students will have satisfactorily completed all coursework and any other requirements of the Approved Master's Degree Plan of Study.
- IV. Students must register for an appropriate number of thesis hours (minimum of one hour if last semester, one time only) or submit a waiver of enrollment with completed thesis by the end of the late registration period, if applicable. **Note:** CSU policy stipulates that students must be enrolled in the term in which they graduate, typically the semester the thesis is defended.
- V. Students will confirm receipt of the signed Prospectus Cover Sheet by the School of Graduate Studies.
- VI. Students must schedule and pass the oral presentation (oral defense).
- VII. Students will ensure that all institutional requirements such as GPA, academic standing, and degree completion times have been met. Students are also responsible for any institutional holds or unpaid fees that may pose barriers to graduation.
- VIII. Students will ensure that theses copies and binding fees have been received by the School of Graduate Studies by the appropriate deadline.

2.2 Rules for Enrollment during Last Semester

Clayton State University policy requires that graduate students must be enrolled during the semester they graduate. The minimum credit hour load for graduate students is three credit hours, except as described below.

2.3 Thesis Course Breakdown and Deadlines

- I. THESIS RESEARCH is defined as a research project designed as a thesis. The candidate works under the direction and advice of a thesis director to produce a thesis research proposal, including an in-depth review of the degree program subject. The candidate will consult with the thesis director and two committee members regarding the content of the thesis.
- II. THESIS DEFENSE In collaboration with the student's Graduate Program Director and the thesis committee, the student will schedule an hour-long final discussion and presentation. Faculty and other students are invited to attend. The student prepares a thirty-minute presentation, after which the student's committee will ask questions related to the student's research project. The discussion may vary in content and format. **The deadline for completion of all degree requirements is on the School of Graduate Studies website.**
- III. After the student completes the defense presentation, he/she is required to make all corrections to the thesis as requested by the committee. Thereafter, all committee members will sign **three copies of the Signature Page prepared by the student on 25% white cotton rag paper. The Thesis Director completes and signs the Admission to the Final Master's Oral Examination.** This form is located at the end of this booklet, under "Thesis Forms."

2.4 Waiver of Enrollment

- I. Graduate students are required to be enrolled during the semester of graduation. However, this requirement may be waived if all of the following conditions are met: (a) the student is no longer using institutional resources or faculty time during the semester of graduation ; (b) the student was duly registered the previous term (usually the term in which the successful final defense took place) ; (c) the final thesis is submitted as well as all other thesis-related forms to the School of Graduate Studies before the end of the registration period of the semester of graduation; and (d) all other graduation- related requirements are satisfied before the end of the registration period of the semester of graduation.

- II. The Waiver of Enrollment policy is intended for students who have been properly registered during the period of thesis completion and have completed all work at CSU. These students, therefore, are not required to enroll another term just to graduate.
- III. The Waiver of Enrollment (“Enrollment Waiver”) form must be signed by the student, the student’s graduate program director and the dean of the school/college where the student’s program is housed. The signed form must be submitted to the School of Graduate Studies before the first day of classes of the semester in which the student intends to graduate.
- IV. The Waiver of Enrollment does not waive the requirement that the student file or reactivate a graduate graduation application form by the deadline for the term in which the degree is to be awarded. There are no exceptions to the enrollment waiver deadline for thesis students. Students must meet the deadline or register as required.
- V. **One Hour Rule:** A student who does not meet the enrollment waiver requirements may enroll for just one hour in the term of graduation. This exception to the normal minimum of three hours for graduate students may be used only once per degree. No special form or permission is needed, provided that the student is a degree candidate. Students who have enrolled for one hour only more than one time per degree are not eligible to take advantage of the waiver of enrollment. They must enroll for the normal minimum of three hours in the semester of graduation. Students should address any questions or concerns regarding enrollment during the last semester to his or her Graduate Program Director before the end of registration; no additions or changes in registration are allowed after the close of registration.
NOTE: These exceptions do not alter the credit hour load a student must take in order to meet financial aid or fellowship or assistantship eligibility, etc. Students on F-1 visas should speak with the International Student Services Office before carrying a reduced course load or not enrolling.

2.5 Sources for Commencement Deadlines and Other Graduation Information

All of the respective graduation deadlines are listed on the School of Graduate Studies’ website under the Important Dates section. Commencement information is available on the Registrar’s website at: <http://adminservices.clayton.edu/registrar/graduation.htm>

2.6 Deadline for Receipt of Thesis and Other Materials

In order for a student to participate in Commencement and the Graduate Hooding Ceremony, the School of Graduate Studies must receive the thesis and all supplementary documents, no later than 12:00 p.m. (Noon) on the date indicated on the academic calendar for the intended graduation semester.

<http://adminservices.clayton.edu/registrar/graduation.htm#GraduationApplicationDeadlines>)

The deadlines are set as late as possible to allow the necessary time for processing by the School of Graduate Studies, the Registrar's Office and other offices involved in graduation and commencement. No extensions are possible.

3. GENERAL THESIS GUIDELINES

3.1 Research Thesis

The research thesis will demonstrate a student's ability to carry out independent research. This research will relate to the student's major area of concentration within his or her graduate degree program and contribute to knowledge in the field. In consultation with his/her advisor, the student should select as early as possible, a research topic in his or her graduate program. In order to choose an appropriate topic, the student should take into consideration several important factors, including his or her own background, interest, ability to handle the research problem, accessibility of research materials, and the significance of the project to the intended professional community.

3.2 Thesis Research Prospectus

Before beginning the thesis, the student must prepare a proposal or prospectus, and this prospectus must be approved by the thesis committee. **By the last day of classes in the term preceding the final term of enrollment, the student must have: (1) an approved prospectus; and (2) a prospectus cover sheet signed by all committee members.** This form is found under "Thesis Forms" in this booklet.

3.3 Thesis Research Prospectus Format Requirements

- I. Summary and Statement of the Research Problem, Argument, or Inquiry
A concise description of:
 - a. the question or topic to be examined in the research;
 - b. the topic's relevance, including its relevance/importance to the field of study in the student's graduate degree program, related disciplinary field, and any other logical audiences;
 - c. the topic's new, original or innovative approach/ inquiry to be used in the research.

- II. Review of the established Literature, Background Information, Argument, or Inquiry
A substantial discussion of:
 - a. relevant scholarly literature on the question, including ancillary and adjacent issues;
 - b. relevant theoretical claims and perspectives;
 - a. social and/or scholarly significance of question posed.

II. Method or Treatment of the Problem, Argument, or Inquiry

A substantial, detailed, and discipline-related discussion of:

- a. evidence to be considered (social, archival, textual, media, questionnaire survey, etc);
- b. methods to be utilized;
- c. theoretical perspectives to be engaged, interrogated, examined, or tested.

III. Exploration of Possible Outcomes

Includes a concise discussion of possible findings, including the significance, implications, and possible impacts of various findings.

IV. Works Cited

V. Timetable of Work to be Submitted

NOTE: These guidelines refer from the outset to a plurality of possible framings for the research project: Problem (sometimes read as a social science term), Argument (sometimes read as a term from the humanities), or Inquiry (a term that straddles the humanities and social sciences). Other possible terms here may include: anomaly, contradiction, hypothesis, premise, puzzle, or thesis. The wording also suggests a number of possible relationships between theory and method under IIC: in its application, theory may be “engaged, interrogated, examined, or questions.”

The use of these terms is intended to provide a neutral framework for the approach and disciplinary method and to frame the research as *research* in the strictest sense of the term: “studious inquiry” or “diligent, protracted, and systematic investigation.” This framework presupposes only a) that proposals are plans for scholarly research, and b) that the processes of scholarly research submit theory, methods, and evidence for critical examination, and as such, the inquiry is open to unexpected findings.

After approval by the thesis committee, a copy of the approved proposal and the completed and signed cover sheet will be submitted to the student’s Graduate Program Director for the student’s file. The Graduate Program Director will then clear the student for enrollment in the Thesis Defense course.

3.4 Thesis Content and Length

The total length of the thesis may vary depending on the discipline in which the student is working (**no fewer than fifty typed pages**). The final length will be determined by the student’s thesis committee, as this committee will ultimately approve or reject the project.

3.5 Statement of Responsibility

Each student is responsible for complying to the requirements set forth in this document as well as other specific requirements set forth by the graduate degree program. The final submitted

thesis will be free of stylistic, mechanical, grammatical, and formatting errors. Any deviation from the requirements set forth in this document must be reviewed and approved by the student's thesis committee.

3.6 Thesis Committee

During the term prior to compiling and revising the thesis, the student will consult with a faculty advisor and/or Graduate Program Director about choosing the appropriate members for the thesis committee. Each thesis committee will have at least three members. All of these committee members should be familiar with the student's work in the degree program.

It is recommended that a student should have taken at least one course from each committee member selected to serve on the thesis committee. The student in consultation with his/her thesis director will secure the agreement of the other committee members. The student then will inform his or her Graduate Program Director.

Students are advised to plan ahead. Depending on how many committees a faculty member is already serving on, he or she may not be available to serve on another committee.

3.7 Thesis Committee Responsibilities

The thesis committee consists of three members with shared responsibilities. These responsibilities include:

Advising the student in terms of:

1. Drafting and filing a Thesis Proposal before the last day of classes in the term preceding enrollment for the Thesis Preparation Course;
2. Suggesting and discussing the focus and format of the thesis;
3. Suggesting and discussing the focus, shape, and content of the prefatory essay;
4. Suggesting a reading list or other avenues of research;
5. Arranging and/or approving a schedule and timeline for completing research or other documents; and
6. Reviewing and amending the schedule of tasks and timelines as well as monitoring the schedule and timeline, while taking into account the official incomplete policy in the Graduate Catalogue.

Facilitating the completion of the project by:

1. Reading drafts of documents, annotating the drafts, and suggesting revisions in writing;
2. Conferencing with the student in terms of specific tasks for completing the thesis;
3. Conferencing with the student regarding theoretical issues and/or readings attendant to the thesis; and
4. Signing all attendant documents, verifying completion of the thesis.

Periodically, the three members should meet together with the student to confer about the phases of the thesis project.

3.8 Changes to the Thesis Topic and/or Committee Membership

If there is a substantial change in the title or topic description, a revised Prospectus Cover Sheet form must be submitted with the new title and/or description. The student, advisor, and Graduate Program Director must sign the form. It is not necessary to submit a revised form for additions, deletions, or substitution of minor words, such as articles that do not alter the meaning. If in doubt, submit a revised form. If there is a change in a committee member, a revised Prospectus Cover Sheet form must be submitted indicating the change. The student should give details of the revision (who was added, deleted, or replaced) on an attached page.

3.9 Checking Thesis Format

As early as possible, students will submit a copy of the completed thesis to the School of Graduate Studies for format review. Students must submit the thesis for review no later than one week before the final thesis deadline.

NOTE: DO NOT use another thesis as a model for a thesis; always check the most current thesis manual. **DO NOT** assume that because another thesis was accepted with the same format that yours will be accepted. A number of situations could arise: requirements or interpretations may have changed or an inexperienced checker may have let faulty formatting slip by, etc. When in doubt, check with the School of Graduate Studies. Theses which differ significantly from the requirements outlined in these guidelines will not be accepted, and the student's final graduation clearance may be delayed.

4. GENERAL FORMATTING REQUIREMENTS

REGARDLESS OF THE STYLE USED, THE FINAL DRAFT OF THE THESIS MUST COMPLY WITH ALL THE REQUIREMENTS DESCRIBED IN THIS FORMATTING GUIDE.

Each student is responsible for proofreading and editing the final version of the thesis document; thus it is the student's responsibility to present for approval a document of professional quality, free of errors. The School of Graduate Studies does not prescribe a particular style of writing or documentation, but departments and committee members do. Consult with the thesis director to determine how the thesis should be organized and what type of documentation style is required in your discipline.

The following sections specify the required general organization and format to be used in the final copy of each student's thesis.

4.1 Arrangement of the Manuscript

NOTE: All forms listed below are located in “Thesis Forms,” at the end of this booklet. These forms are also on the School of Graduate Studies website.

The thesis will include:

- I. The Signature Page, with the original signatures of the student’s committee members, will be submitted with three Library copies of the thesis. The signature page is page ii of the thesis, but the number is not typed on the page. If the student wishes to have additional bound copies of the thesis, the student will need an additional signature page for each additional bound copy.
- II. The Title Page.
- III. An Abstract, no longer than 500 words.
- IV. An Acknowledgement Page (optional) where the student is permitted to make a brief statement of gratitude for special assistance.
- V. A Table of Contents.
- VI. A Preface, providing background information on the thesis. For example, the student may react to explored theories, process, and/or practical skills or the student may explain his/her reasons for exploring this specific topic.
- VII. The Text of the Thesis.
- VIII. Bibliography.

4.2 Page Size and Paper Type

All three copies of the student’s bound thesis must be on 8.5” x 11,” 25% white rag content paper. Additional personal copies can be on 8.5” x 11” standard copy paper. The same paper must be used throughout each copy. The copy brought to the School of Graduate Studies for proofing should be on 8.5” x 11” standard copy paper.

4.3 Printing

Printing should be done with computer technology using a laser printer, not dot-matrix. Certain symbols, characters, or special markings, and other fonts not available to certain printers must be drawn neatly and uniformly by hand with black, permanent, drawing ink. The final copy should be a clean, correctly printed copy with no detectable corrections. No erasures, cross outs, strikeouts, insertions, correction fluid or tape is permitted.

4.4 Margins

Margins must be consistent throughout the document: the margins will be exactly the same on each page of the same type. Each page must have a margin of 1.5” on the left and at least 1” on the other three sides. On the first page of every major division (e.g. chapter, table of contents, references, etc.), a 2” margin is required at the top.

All table and figures must conform to the margin requirements (photographic reproduction—with enlargement or reduction—may be necessary). A subheading at the bottom of the page must have at least two full lines of type below it, or it should begin on the next page.

4.5 Justification

The preferred justification is the default “ragged-right,” with your type aligned on the left and unjustified on the right. Fully-justified type (creating extra spacing between words so that the text is perfectly aligned along the left and right margins) is allowed if the resulting spacing is pleasing and not excessive.

4.6 Page Numbering

Beginning with the title page, every page is assigned a number. The preliminaries are numbered in lower-case Roman numerals, placed without punctuation in the center of the page at least 3/4” (five lines) from the bottom of the page. The title page and the signature page are considered to be pages i and ii, but numbers are not typed on these pages.

Text and reference pages are numbered consecutively in Arabic numerals, beginning with 1 on the first page of the text and so on. The numbers are placed without punctuation in the upper right-hand corner, 1” from the right and at least 3/4” (five lines) from the top of the page. All pages of the text and reference material; including appendices, references, and cover sheets are numbered.

4.7 Landscape-Oriented Pages

Page numbering for landscape-oriented pages must be set for the best on-screen readability; thus, page numbers should appear in the correct position (consistent with the position of the other page numbers) when the page is viewed on a screen. This is usually what word processing software does by default when pages are changed to landscape layout within a document.

NOTE: Landscape pages are turned so that they are portrait-oriented in bound copies; thus, if your department requires you to obtain a bound copy, you may want to change the location of the page number in your printed version only.

4.8 Line Spacing

The body of the thesis, the abstract, and the acknowledgments must be double-spaced.

Single spacing is allowed only in the following texts:

- the abstract index words,
- footnotes,

- block quotations
- tables and figures and their captions
- bibliography entries (if single spaced, double-space between entries).

Long quotations and reference entries should be spaced following the style used throughout the thesis (e.g. APA, Chicago, MLA). Photographs can be printed from the negatives on 8.5" x 11" photographic paper. If illustrations are mounted, dry mounting or permanent paper cement (dried under weight) may be used. Do not mount with rubber cement, glue, photo-mounting corners, tape, or staples. Use of oversized material should be avoided. If a folded page must be used, the folded edge should be at least ¼" from the right edge of the manuscript to avoid cutting at the bindery. The page number should appear in the upper right-hand corner of the folded page in alignment with pagination in the text. Large materials may be folded and inserted in a pocket in the appendices.

4.9 Font

Font Size: The body of the thesis, the abstract, and the acknowledgments must be in either 11 or 12 point font. No font size larger than 12 point is acceptable throughout the body of the thesis. A smaller font size is permitted only in the following cases: footnotes, subscripts, tables, figures, documents reproduced illustratively and portions of the main text where the content absolutely requires a different font (e.g., computer code, different voices in a dialogue, etc.)

Font Type: The entire thesis type, including figure and table captions and all page numbers, must be typed in the same font style. The selection of the font type is very important. The font type should be a typical style, associated with a standard word processing program. Non-typical or non-standard fonts may not survive the conversion into PDF format or may cause the document to be excessively large. Students who have questions about the suitability of a font style should contact their respective Graduate Program Director or the School of Graduate Studies.

4.10 Headings and Subheadings

The School of Graduate Studies does not set specific style standards for the format of chapter headings and subheadings, except for font size. Students should refer to the standards set by their department's choice of style manual. Regardless of the chosen formatting style, the School of Graduate Studies requires the style to be applied consistently to all headings and subheadings throughout the document.

4.11 Widows and Orphans

No heading or subheading can appear at the bottom of a page with less than two lines of text underneath. If this occurs, the heading must be pushed to the top of the next page. In addition, the first or last line of a paragraph cannot be isolated by a page break.

4.12 Tables and Figures

All figures and tables must fit within the margins described earlier in this manual. Large tables and figures must be reduced in size in order to meet the margin requirements; however, captions and page numbers will still appear at a normal size. Tables and figures may be rotated 90 degrees so that the bottom of the table or figure runs along the right edge of the page.

Numbering: Figures and tables must be uniquely numbered in one of the following two manners:

- Consecutive numbering throughout the thesis, associated chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, etc.
- Placement: A table or figure embedded in the text (should not have excessive blank space above or below the figure/table) will be placed on a separate page immediately following the text where the table or figure is first cited (no extra space should be left at the bottom of the previous page; the text should run continuously).

Table Captions: The number and caption of a table will be placed above the table. The table and the associated caption must appear in the same page as the table. Captions will be formatted in a consistent style throughout the document.

Figure Captions: The number and caption of a figure will be placed below the figure or on a separate page preceding the figure. Captions will be formatted in a consistent style throughout the document.

4.13 References

Treat the title of the reference section the same as all other sections/chapters. Format the entries according to your department or discipline's style manual.

4.14 Appendices

Appendices will be placed after the bibliography. The appendices must fit within the required margins, even if they contain reproduced content or tables and figures. Appendices will be listed on the Table of Contents. If only one appendix is used, it should be titled "Appendix," not "Appendix A."

4.15 Journal Articles used as Chapters

In some departments, theses may include as chapters, articles that have been or will be submitted to scholarly journals. This is an acceptable style; however, the student must be listed either as the sole author or the first co-author of each article used as a chapter. In addition, the general formatting requirements listed above apply to articles used as chapters. You **MUST** apply a consistent style in your font, headings, subheadings, tables and figures throughout each article used as a chapter, as well as your general introduction and conclusion.

5. ORGANIZATION OF THE THESIS

5.1 Abstract (required for every thesis)

The abstract is a statement of the problem, the procedure or method, and the results and conclusions. Also the abstract must include a list of index words related to the topic, which will be used to find the thesis when searching the library's database. The maximum word count for the abstract (not including the index words) is 150 words for theses. No page number is assigned to the abstract.

5.2 Title Page (required for every thesis)

The title page will not display a page number and **MUST BE** formatted precisely like the sample found in Section 11 of this guide, entitled "Sample Pages." The year at the bottom of the title page is your graduation year, and the degree listed must be chosen from the following list of official degree titles (**DO NOT** abbreviate the degree or add your department name to the degree):

- Master of Arts in Liberal Studies
- Master of Arts in Teaching English
- Master of Arts in Teaching Mathematics
- Master of Business Administration
- Master of Health Administration
- Master of Science in Psychology
- Master of Science in Nursing
- Master of Archival Studies

5.3 Copyright Page (required for every thesis)

The copyright page will not display a page number and **MUST BE** formatted precisely like the sample found in Section 11 of this guide, entitled "Sample Pages." As the author, each student owns the copyright on his/her thesis. Therefore, it is not necessary to register the copyright with the Library of Congress in order to protect the exclusive right to the material in the document, but each student may obtain this service for an additional fee. For more information on registering a copyright, please see Section 8 of this guide, entitled "Copyrighting Theses".

5.4 Signature Page (required for every thesis)

The signature page will not display a page number and **MUST BE** formatted precisely like the sample found in section 11 of this guide, entitled "Sample Pages." The signature page contains the names of all the committee members as well as the student's month and year of graduation. Only the months, May, August, or December, will be used. Therefore, if a student graduates in spring semester, use May for the month; if a student graduates in summer semester, use August for the month; or if the student graduates in fall, use December as the month.

5.5 Dedication Page (optional)

If a dedication page is used, it will be the first page to display a page number and **MUST** show a lowercase Roman numeral iv. All preliminary pages that follow the dedication will show consecutive roman numerals. The dedication page will not be listed in the Table of Contents.

5.6 Acknowledgments Page (optional)

If an acknowledgements page is used, it will display a lowercase Roman numeral page number and will be listed in the Table of Contents.

5.7 Table of Contents (required for every thesis)

The Table of Contents is the map to your document. Each entry must match exactly the corresponding entry in the text in terms of wording, capitalization, punctuation, page number, etc. A complete Table of Contents, including correct page numbers for each entry, is required for the initial format check, conducted by the School of Graduate Studies. The Table of Contents will be formatted so that the page numbers for each entry aligns perfectly along the far right margin. To do this: insert the Table of Contents into a two column table, with the heading and subheading entries in the left column and the associated page numbers in the right column. The Table of Contents will not appear as an entry on the Table of Contents.

5.8 List of Tables (required if tables are used in the thesis)

The List of Tables will be formatted the same as the Table of Contents. Each entry must match exactly the corresponding entry in the text in terms of wording, capitalization, punctuation, page number, etc. The List of Tables will be listed in the Table of Contents.

5.9 List of Figures (required if figures are used in the thesis)

The List of Figures will be formatted the same as Table of Contents. Each entry must match exactly the corresponding entry in the text in terms of wording, capitalization, punctuation, page number, etc. The List of Figures will be listed on the Table of Contents.

5.10 Order or Organization of the Preliminary Pages

Documents in the thesis are organized into three sections: the preliminary pages, the text, and the back matter. The list of pages within each section and the order in which they appear is required as follows:

1. Preliminary Pages

Abstract (required)
Title Page (required)
Copyright Page (required)
Approval Page (required)
Dedication (optional)
Acknowledgments (optional)
Table of Contents (required)
List of Tables (required if tables are used)
List of Figures (required if figures are used)
List of Abbreviations (optional)

2. Text

Introduction (if appropriate)
Main Text (divided into chapters or sections)

3. Back matter

Endnotes (unless footnotes are used)
Bibliography or other Reference pages

6. COMMON FORMATTING MISTAKES TO AVOID

Examples of common formatting mistakes:

6.1 Incorrect Margins and Orientation

Margin specifications must be met throughout the entire thesis; including the preliminary pages, the text, and reference material as well as all tables and figures.

NOTE: Tables and figures in a rotated orientation must be placed on portrait-oriented pages.

6.2 Fonts and Spacing Problems

The text must be double-spaced, except as described in Section 4. The Table of Contents, Lists of Figures and Tables, and References will all be double-spaced between entries and only single-spaced within entries.

6.3 Incorrect Page Number Placement

Page numbers must be in the same location and orientation on all numbered pages, including figures and tables. Check for any missing pages. The cover page, the signature page, the dedication, and volume cover pages do not bear printed page numbers; however, count them in the number of pages.

6.4 Flawed Image Quality

All figures, tables, or illustrations used in the body of the text must be of high image quality. It is the student's responsibility to sharpen and/or clean up images imported from external programs.

7. SUBMISSION PROCEDURES & DEADLINES

7.1 Initial Format Review

All students are required to provide one complete copy of the thesis to the School of Graduate Studies (211 – University Center) by the initial format review deadline.

NOTE: see the Academic Calendar for all submission deadlines:
<http://adminsivices.clayton.edu/calendar/academiccalendar.htm>.

Although students are not required to have completed the thesis defense before the initial format review deadline, each student must have a complete, formatted draft. If the School of Graduate Studies determines that the thesis document requires formatting corrections, these corrections must be completed in time for the final submission deadline.

7.2 Final Submission

Three copies of the student's final thesis will be submitted to the School of Graduate Studies for final review **after:**

- I. All revisions have been completed;
- II. All identified formatting corrections have been made;
- III. The thesis document has been successfully defended;
- IV. Each student has obtained the signature page, with all three original committee members' signatures; and
- V. Each student has submitted the Binding Order Form with check or money order.

7.3 Thesis Binding and Obtaining Personal Copies of the Final Thesis

The student will pay for the binding of all three copies, plus the costs for any additional personal copies. The charge for binding is \$15.00 per copy. Payment is accepted in the form of check or money order only. Make check or money orders payable to Clayton State University Library. Cash, credit, or debit cards will not be accepted. Payment must accompany these copies when they are submitted. The student will be notified by phone or e-mail when the copies have been received. For an additional fee, the Library will mail personal copies to the student. The shipping charge will be \$10.00 for the first copy and \$5.00 for each additional copy to be mailed.

7.4 Grading

Students who complete the Thesis Defense course will receive a grade of “S” or “U.” A grade of “S” indicates completion of satisfactory work and that credit has been given for completion of degree requirements, other than academic course work. A grade of “U” indicates unsatisfactory performance or progress toward completion of degree requirements, other than academic course work. **NOTE:** A grade of “U” may prevent a student from graduating.

8. COPYRIGHTING THESIS

Students and their advisors are given the option to register the copyright on the thesis. General information regarding copyrights can be found on the U. S. Library of Congress Office website: <http://lcweb.loc.gov/copyright>.

Currently, the optional ProQuest Copyright Registration fee is \$65. That fee is determined solely by ProQuest and is subject to change.

If the option to copyright is taken, copyright information should be placed at the bottom of the thesis title page, using the following format:

Copyright © Jane Marie Smith 2010

Use of Copyrighted Material

The student is required to obtain written permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. If payment is required, the thesis author is responsible for the payment. Permission for the use of all such materials must be granted before the thesis is submitted to the School of Graduate Studies. **NOTE:** *You must have prior permission from the publisher to reprint large sections of published, work even if you are the author.*

9. COMMON MISTAKES TO AVOID WHEN TURNING IN YOUR THESIS

The School of Graduate Studies processes a large number of theses each semester. Documents are reviewed mainly for visual consistency and correct format. **NOTE:** Final acceptance of a thesis will be delayed when required documents are missing or incomplete.

Below are some of the most common mistakes in submitting a thesis:

9.1 Missed Deadline

Because of the large number of theses to be processed within a short time, all deadlines are firm.

9.2 Missing Signatures on the Signature Page

Check very carefully to ensure all required signatures have been secured.

10. OTHER FREQUENTLY ASKED QUESTIONS

10.1 Reactivations, Graduation Clearance, and Diploma

Q: When and how will I know I have completed all the requirements for my degree and that I am cleared to graduate?

It is the student's responsibility to ensure that he/she is cleared for graduation. The following are recommended steps that students should follow. The student should actively participate in this process during the semester he/she plans to graduate:

1. Verify that the CSU student email account is ACTIVE. After the student verifies that the account is active, she student should check the student.clayton.edu email address frequently. **NOTE:** This official CSU student email address is the only official notification instrument that the School of Graduate Studies will use to communicate with the student concerning his/her status as a graduation candidate. The student must have registered for classes in the last three semesters to have an active email address. The School of Graduate Studies is not responsible for student emails, containing required information, routed to a "dead" or forgotten email account not sponsored by Clayton State University.
2. Apply for graduation at the School of Graduate Studies. Submit the graduation application by the appropriate deadline to the School of Graduate Studies. The form is available on the forms tab on the School of Graduate Studies website. Students who know they will not graduate the semester for which they have applied should contact the School of Graduate Studies as soon as possible so the graduation date can be moved to a future semester. Students will send an email notification to the School of Graduate Studies at graduate@clayton.edu, stating the new intended semester of graduation.
3. Register for classes: Students are required to be registered during the semester that they complete the requirements for the degree program. Check with the Graduate Program Director to determine which courses and how many hours are required.
4. After the beginning of the semester, the student will receive confirmation of receipt of the graduation application from the School of Graduate Studies. The student will also receive all instructions and forms required to proceed with the graduation process. **NOTE:** If the student, after receiving this information from the School of Graduate Studies, does not plan to graduate that semester, the student will notify the School of Graduate Studies by return email of the change in semester of graduation. Waiting until later in the semester will cause unnecessary confusion or delays.

The School of Graduate Studies will verify the following requirements for graduation:

- Total Number of Hours Taken: The total number of hours must match the published requirements in the catalog in force during the student's admission or most recent re-admission to the program;
- Time Limit Requirements: All master's graduate work from proposed graduation has been completed in no more than six years;
- Number of Research Hours Taken: Each master's student will have completed the required number of research hours established by the Graduate Council;
- Provisional Clearance: Provisional Clearance is the established written confirmation that the student has met the Provisional requirements articulated in the acceptance letter and has been verified by the Graduate Program Director;
- Number of Hours Taken in Full Status: Master's students are required to complete 20 semester hours of coursework while holding Full Graduate Status. This requirement is intended for those students who were initially admitted under the Provisional category;
- Authenticity of Previous Degrees: All previous degrees, based on original transcripts submitted at the time of application or more recently, if necessary, will be authenticated;
- Limit of no More than Two Grades of "C": No more than two grades of "C" or below will have been earned in the graduate degree program;
- Cumulative Grade Point Average: The cumulative graduate GPA must be a 3.00 or better from Clayton State University (regardless of time limit) by the date of graduation.

NOTE: If the student thinks he/she will not graduate this semester, please inform the School of Graduate Studies of the anticipated semester of graduation.

5. Thesis requirements: All Master's degree candidates for a degree requiring a thesis must comply with the instructions in the Thesis Guide.

11. SAMPLE PAGES

This section contains samples/templates of the preliminary pages that will be included in the student's thesis. Follow the spacing guidelines in the sample pages provided; although the student does not need a precise match, please match the general structure as closely as possible.

11.1 Sample Title Page

<Title>

By

<Author>

A thesis submitted in partial fulfillment of the Requirements for the degree <Name Graduate Degree Program, spelled according to the list in Section 5.2 of this guide,> In <College or School>

Clayton State University

Morrow, Georgia

graduation year

For Academic Year 2011-2012

11.2 Sample Signature Page

College of Arts & Sciences
Clayton State University

Certificate of Approval

This is to certify that the Thesis of

Student's Name Inserted Here

Has been approved by the committee
For the thesis requirement for the Master of Arts in
Liberal Studies in the College of Arts & Sciences
At the December 2010 graduation

Thesis Committee:

Chair, *insert chair's name here*

Member, *insert member's name here*

Member, *insert member's name here*

For Academic Year 2011-2012

11.3 Sample Copyright Page

©2010
Insert student's name here
All Rights Reserved

For Academic Year 2011-2012

11.4 Sample Table

Table 1.1 Sample Demographic Table

Age Composition 2000

	Blue Springs		Coolidge		Hanford		Underserved		County		State	
	#	%	#	%	#	%	#	%	#	%	#	%
Total population	33,838	100.00	56,900	100.00	50,433	100.00	114,352	100.00	1,124,233	100.00	8,414,350	100.00
Under 5 years	2,237	6.61	3,210	5.64	3,734	7.40	9,218	8.06	76,642	6.82	563,785	6.70
5 to 14 years	4,998	14.77	7,540	13.25	8,069	16.00	21,233	18.57	172,176	15.31	1,195,106	14.20
15 to 19 years	2,275	6.72	3,519	6.18	3,287	6.52	9,310	8.14	73,347	6.52	525,216	6.24
20 to 24 years	2,065	6.10	3,039	5.34	2,306	4.57	7,514	6.57	58,053	5.16	480,079	5.71
Under 21 years	9,950	29.40	14,860	26.12	15,565	30.86	41,375	36.18	333,989	29.71	2,380,877	28.30
60 years and over	5,463	16.14	11,423	20.08	7,205	14.29	15,360	13.43	182,700	16.25	1,443,782	17.16
65 years and over	4,265	12.60	9,154	16.09	5,451	10.81	11,729	10.26	140,692	12.51	1,113,136	13.23
75 years and over	2,062	6.09	4,807	8.45	2,628	5.21	5,488	4.80	67,764	6.03	538,467	6.40

U.S. Census Bureau, Census 2000, Summary File 1

Educational Attainment

	Blue Springs		Coolidge		Hanford		Underserved		County		State	
	#	%	#	%	#	%	#	%	#	%	#	%
Population 25 years and over	21,910	100.00	39,803	100.00	33,445	100.00	66,905	100.00	744,823	100.00	5,657,799	100.00
Without high school diploma	5,098	23.27	5,984	15.03	5,645	16.88	22,617	33.80	115,351	15.49	1,014,477	17.93
High school graduate (includes equivalency)	8,977	40.97	12,700	31.91	11,392	34.06	21,446	32.05	219,915	29.53	1,661,493	29.37
Some college, no degree	4,097	18.70	7,753	19.48	7,235	21.63	11,608	17.35	142,269	19.10	998,872	17.65
Associate degree	1,163	5.31	2,365	5.94	2,185	6.53	2,626	3.92	44,744	6.01	298,096	5.27
Bachelor's degree	1,932	8.82	7,259	18.24	5,037	15.06	5,637	8.43	141,832	19.04	1,063,665	18.80
Master's, Professional, or Doctorate degree	643	2.93	3,742	9.40	1,951	5.83	2,971	4.44	80,712	10.84	621,196	10.98

U.S. Census Bureau, Census 2000, Summary File 3

12. FORMS

12.1 Graduate Graduation Application

Form available at <http://adminservices.clayton.edu/provost/GraduateCouncil/forms.htm>

12.2 Prospectus Cover Sheet Form

Form available at: <http://adminservices.clayton.edu/provost/GraduateCouncil/forms.htm>

12.3 Master Degree Plan of Study Form

Form available at <http://adminservices.clayton.edu/provost/GraduateCouncil/forms.htm>

12.4 Permission to Take Master's Oral Examination Form

Form available at <http://adminservices.clayton.edu/provost/GraduateCouncil/forms.htm>

12.5 Thesis Binding Order Form

Form available at <http://adminservices.clayton.edu/provost/GraduateCouncil/forms.htm>