

Pittsburg State University
THESIS MANUAL

Approved by the Graduate Council
April 13, 2005

INTRODUCTION

The information contained in the Thesis Manual pertains to the technical aspects of thesis writing such as the approval sheet, number of copies, margins and spacing, order of pages, pagination, title page, type of paper, and type style. The purpose of this section is to establish certain regulations and criteria, which will result in a high quality, uniform appearance among the theses written at Pittsburg State University.

The thesis style selected by each department or program is the first authority on thesis format. Students will follow the format for references, tables, figures, etc., as outlined by the style book accepted in the specific field such as the American Psychological Association Publication Manual, Chicago Manual Style, or the ACS Style Guide. Students are required to follow the University format exactly for the following: the approval sheet, number of copies, margins and spacing, order of pages, pagination, title page, type of paper, and type style.

Any department or program upon presenting a copy of the planned changes to the Dean of Graduate School and securing approval may make departure from the recommended style. All deviations must be approved in writing before the thesis is submitted to the Dean of the Graduate School.

FORMAT

TYPE OF PAPER

The original, unbound final copy of your thesis must be printed on only one side on paper with a watermark indicating cotton content that has at least 25 percent cotton content. You can find assistance with the copying at the PSU Quick Print office at 106 Whitesitt. (620/235-4272) Paper can also be purchased at PSU Quick Print office.

CORRECTIONS

Corrections cannot be made by the use of correction fluid or handwritten notations.

PRINTERS AND FONTS

The Thesis must be printed using a letter-quality or laser printer. Various printers are available at public computing sites around campus. Standard 12 or 10 point font size is preferred and should be consistent throughout the document.

MARGINS

Left Margin: 1 1/2 inches

Top, Bottom and Right Margins: 1 inch

HEADINGS

Title are centered and in all capital letters. Chapter headings and subheadings should be consistent throughout the thesis. If you use all capital letters and center heading for the first chapter, be sure to use that format throughout the thesis. Also, there should be a minimum of three lines of space between the chapter heading and the start of the first paragraph.

PAGE NUMBERS

The preliminary pages should be numbered with lower-case Roman numerals, centered between the margins one inch from the bottom of the page. The title page and approval pages are assigned page numbers but are not printed on the page

Regular Arabic page numbering begins with Chapter One, the Preface or with the first page of the text (depending on discipline and format) and continues throughout the study, appendices, and bibliography. Arabic page numbers can be at the top right corner, top center, or bottom center, but must be consistent throughout the thesis and should lie within the margin requirements. Page numbers on landscape figures or tables need to be placed at the same locations as page numbers for other pages.

ORDER OF PAGES

The pages of the thesis should be arranged in the following order.

- Title Page
- Approval Sheet
- Acknowledgements (if desired)
- Abstract
- TABLE OF CONTENTS
- LIST OF TABLES (if any)
- LIST OF FIGURES (if any)
- I. INTRODUCTION (if any)
 - Text/Chapters
 - BIBLIOGRAPHY/WORKS CITED/REFERENCES
 - APPENDIX (if any)

TITLE PAGE

The title page is counted as the first page of the thesis, but is not numbered. (See title page sample on page 7 of this thesis manual). The thesis title in capital letters is centered 10 lines below the top of the page. The statement of submission follows the title 8 lines below the title and is centered on the page. The student's name is centered 8 lines below the submission statement. Center "Pittsburg State University" 8 lines after the student's name, double space list "Pittsburg, Kansas", double space again and list the date (month & year).

APPROVAL SHEET

The approval sheet follows the title page (see example on page 8 of this thesis manual). It should not be numbered but is counted in the paging. The approval sheet (all copies) must be signed by the faculty thesis committee in black ink for an approved thesis.

The thesis title, in capital letters, is centered 11 lines below the top of the page. The student's name is centered 7 lines below the title. The word "Approved": is typed capitalized, starting at the left margin 15 lines below the name. Double space and type the words "Thesis Advisor", and type a line for the signature. The thesis advisor's name and department affiliation should be typed directly below the line. Three lines below the thesis advisor's name type the words "Committee Member " and a line for the signature that is aligned with the signature line above. The thesis committee member's name and department affiliation

should be typed directly below the line. The signature line format should be repeated (spaced three lines below the previous thesis committee name) for each faculty thesis committee member.

ACKNOWLEDGEMENTS

Space may be given to the acknowledgement of any special courtesy or help rendered in the preparation of the thesis. It should be placed on a separate page and should follow the approval page. This page, if used, is counted and will be listed as page three using Roman numeral iii.

ABSTRACT

The abstract is a brief statement of the essence of the thesis (see example on page 12 of the thesis manual). In general, the abstract should emphasize the results and conclusion of the thesis. The acceptable length for an abstract is 150-300 words.

The abstract should have the title of the thesis centered and typed in capital letters at the top of the page. Three lines below the title and centered is the statement “An Abstract of the Thesis by”. The student’s full name is centered on the next line down,. The abstract text should start three lines below the student’s name. The abstract should be double spaced with the same margins as the thesis body.

TABLE OF CONTENTS

The table of contents appears after the abstract page (see example on page 14 of thesis manual). This page is numbered subsequently after the previous page of the abstract. Chapter titles and subheadings must correspond to the same wording as it appears in the body of the thesis. The actual content of the table of contents is single-spaced.

LIST OF TABLES

The list of tables, if any, appears after the table of contents page. This page is numbered subsequently after the previous page of the table of contents.

LIST OF FIGURES

The list of figures, if any, appears after the list of tables page. This page is numbered subsequently after the previous page of the list of tables.

BODY OF THESIS

The word “Chapter” (written in capitals or lowercase), followed by the number of the chapter in uppercase Roman numerals, should be centered and typed on line eight of the paper. The title of the chapter (written in capitals or lowercase), should be centered and placed three lines after the word, Chapter. Titles requiring more than one line should be double-spaced. The first line of the text should begin three single spaces below the title.

BIBLIOGRAPHY/WORKS CITED/REFERENCES

The bibliography should be placed at the end of the thesis, before the Appendix. The bibliography is paged in the same format continuously within the text of the thesis, in Arabic numerals. The student should follow the departmental or program guidelines for preparing the bibliography. The format used should be consistent throughout the thesis.

APPENDIX

Any material, which would interfere with the flow of the thesis, should be placed in the Appendix, which is located after the bibliography/works cited/references section. The word “APPENDIX”, centered vertically and horizontally, on line 21 of the page, should precede the material. This page is counted but not numbered. The appendix is paged continuously with the body of the thesis, in Arabic numerals.

SAMPLE PAGES

THE THESIS PROCESS FOR A GRADUATE STUDENT
ATTENDING PITTSBURG STATE UNIVERSITY

A Thesis Submitted to the Graduate School
in Partial Fulfillment of the Requirements
for the Degree of
Master of Science

Johnathan Carter Smith

Pittsburg State University

Pittsburg, Kansas

May, 2005

THE THESIS PROCESS FOR A GRADUATE STUDENT
ATTENDING PITTSBURG STATE UNIVERSITY

Johnathan Carter Smith

APPROVED:

Thesis Advisor _____
Dr. Jane Doe, Special Services and Leadership Studies

Committee Member _____
Committee Member Name, Department

Committee Member _____
Committee Member Name, Department

Committee Member _____
Committee Member Name, Department

THE THESIS PROCESS FOR A GRADUATE STUDENT
ATTENDING PITTSBURG STATE UNIVERSITY

An Abstract of the Thesis by
Johnathan Carter Smith

The purpose of this study was to determine the best practices in developing and writing a thesis. The abstract is a brief statement of the essence of the thesis. Student should include how the research was conducted, how the sample was selected, and the basic theme of the research. The conclusions of the study should also be described and include the general results of the research.

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