MARQUETTE UNIVERSITY GRADUATE SCHOOL
THESIS DIRECTIVES

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Preface

All graduate students at Marquette University who submit their master's thesis to the Graduate School as part of their degree requirements must comply with the university's guidelines for the preparation of their thesis. These directives explain and illustrate the format and style requirements through instructions and samples.

The student should use these directives in conjunction with the style manual chosen by the student's academic department. In matters where there is a conflict between the requirements of this manual and those of the academic department's style manual, the department's style manual should be followed. **The student's department may impose additional requirements, so the student is advised to check with the department**.

The student, with the guidance of his/her master's committee, is responsible for the accuracy of the content of the thesis and should proofread and edit the thesis for correct syntax, grammar, spelling, punctuation, references, and adherence to university guidelines. The Graduate School reserves the right to reject theses that contain errors or do not follow format and style guidelines.

The Graduate School updates the *Thesis Directives* periodically. The graduate student is responsible for using the most recent directives, available online at *www.marquette.edu/grad/forms_index.shtml*. Theses not meeting the current standards will be returned.

Thesis Outline

Students must submit an outline for their proposed thesis using the *Outline for Thesis, Thesis, Professional Project or Essay* form available online at *www.marquette.edu/grad/forms_index.shtml*. This is typically submitted prior to or during the first term that thesis credits are taken. Outlines must be approved by the student's thesis director, the department chairperson, and the Graduate School. If the proposed research involves a real or apparent conflict of interest on the part of the student, the thesis director, or the committee members, it must be declared at the time the outline is submitted.

Once the outline form is completed and signed by all parties, it is an agreement between the student, the thesis committee, and the Graduate School for the student's planned research.

If the student's research involves humans, animals, or radioisotopes, the student is required to obtain written approval from the Office of Research Compliance (ORC) prior to initiating his/her work. The approval forms for human, animal, or radioisotope research may be obtained through ORC and must be submitted to the Graduate School upon approval. ORC requires the student to submit the necessary protocol forms for review and approval of his/her research.

For more information about the research compliance process, please refer to the ORC Web site at *www.marquette.edu/researchcompliance* or contact ORC at (414) 288-1479.

***Approval of the student's *Outline for Thesis, Thesis, Professional Project or Essay* form does not constitute approval by the Office of Research Compliance.**

Assembling a Thesis Committee

Candidates select their thesis committee with the assistance of their adviser. The names of at least three members, including the chairperson, must be listed on the *Outline for Dissertation, Thesis, Professional Project, or Essay* form. This form is available online at *www.marquette.edu/grad/forms_index.shtml*. (Some departments may require more than three committee members. Please check with your adviser.)

If the committee includes a non-Marquette member, the student must submit a recent curriculum vitae for that member to the Graduate School with their *Outline for Dissertation, Thesis, Professional Project, or Essay* form.

Thesis Credits

Master's students must take six hours of thesis credits and may enroll for these while working on their thesis outline or thesis. Each department determines the number of credit hours that a candidate may take during any one term. Students who enroll in, and pay for, thesis credits before actually beginning work on their project will not be entitled to tuition refund of these credits even if they should subsequently drop out of or are withdrawn from their program.

If the student has already completed the six thesis credits required for graduation, but is still working on his/her thesis, registration in thesis continuation is required using the "Dissertation/Thesis/Professional Project Continuation Registration Form". This form is available online at *www.marquette.edu/grad/forms_index.shtml*. The student may register for less than half-time, half-time, or full-time status, based on the amount of work that is being done.

Basic Requirements for the Formatting of the Thesis

Style

Style guides vary greatly from one field or program to another, so the student should consult his/her adviser regarding recommended style manuals to follow. If the department has no preference, the Graduate School suggests using the American Psychological Association (APA), Turabian, or the Modern Language Association of America (MLA).

Type or Font

The thesis must be written in an easily readable standard font, such as Times New Roman. Font size for the body of the thesis must be between 10-12 points. Script type is not acceptable.

In the body of the thesis, different fonts or typefaces, including script, may be used to set off examples, quotations, tables, and charts from the rest of the text, as long as all fonts are of a similar size and are easily readable. Footnotes may be a different size than the body of the thesis as long as it is easily readable.

All text must be in black and in "portrait" orientation. This does not include tables, graphs, or illustrations.

Spacing

Single spacing should be used in the body of the thesis abstract, within a heading, table title, or a figure caption that runs more than one line; within reference lists, bibliography entries and footnotes; and in quoted material, if "set off" and indented within the body of the text.

Double spacing should be used in the body of the thesis.

Triple spacing should be used between all headings and the material that follows that heading.

A widow or orphan line (a single line or portion of a line at the end of or start of a page) is not acceptable. (Word processors generally have a widow/orphan protection feature.)

Margins

Every page of the thesis (including the cover page, appendices, and the bibliography) must have a left margin of 1.5 inches. The top, bottom, and right margins must be 1 inch. New paragraphs should be indented 0.5 inches. With the exception of the page numbers, nothing should appear in the margins.

Justification

The right edge of the text should be ragged and the left edge even.

Pagination

Every page in the body of the thesis must be numbered sequentially in the upper right-hand corner approximately 0.5 inches from the top page and 0.5 inches from the first line of types, including bibliographies and appendices. In the body of the thesis, begin numbering the pages sequentially starting with "1".

Any material before the body of the thesis (such as the preface, table of contents, acknowledgements, or the list of tables) must be numbered in lowercase Roman numerals starting with "i" in the upper-right hand corner, approximately 0.5 inches from the top of the page and 0.5 inches from the first line of type.

The title page, abstract, and signature pages should not be numbered. *NOTE: the signature page is only submitted as a hard copy to the Graduate School and should not be included in the electronic submission of your dissertation.*

HINT: To create different pagination schemes in different sections of your document (i.e. no page numbers, lowercase Roman numerals, Arabic numbering, etc.) you will create section breaks. Typing what word processing program you are using (version may also be good to include) and "section breaks" into a search engine (i.e. Google, Yahoo, etc.) should yield results.

Language

Avoid sexist language. Write with a sense of equality and appropriateness.

Arrangement Order and Detail

The pages of the thesis are to be arranged in the following order:

A. Title Page

The title page should be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the next page. The title page is not numbered but is considered to be the first page of the thesis.

1. To ensure all required elements fit on the title page, the thesis title may not exceed a total of 120 characters, including spaces and numbers. If the title is more than one line in length, the second and third lines should be single-spaced with the longest line being the first line (an inverted pyramid shape).

2. Center the title of the manuscript in capital letters 1 inch from the top of the page. The title must be identical, both in wording and in line breaks, to the title appearing on the abstract.

3. Approximately ten lines below the title, center the word “by”. On the second line (a double space) below “by”, center the author’s name. The author’s name must appear exactly as it is written on the abstract, the acknowledgements, the signature pages, and the approval forms.

4. Approximately ten lines below the author’s name, center “A Thesis submitted to the Faculty of the Graduate School, Marquette University, in Partial Fulfillment of the Requirements for the Degree of Master of BLANK”.

5. Approximately ten lines below the name of the academic unit, center “Milwaukee, Wisconsin”, and on the second line (a double space) below “Milwaukee, Wisconsin”, center the month and year of the actual graduation (must use: May, August, or December). No comma follows the month.

A STUDY OF THE SOCIOLOGICAL IMPACT OF THE 1984 OLYMPICS ON THE POVERTY LEVEL OF CITIZENS OF LOS ANGELES

by

John J. Smith, B.A.

Sample

A Thesis submitted to the Faculty of the Graduate School,
Marquette University,
in Partial Fulfillment of the Requirements for
the Degree of Master of Science

Milwaukee, Wisconsin

December 2011

B. Abstract

The abstract is a succinct statement of the problem, methodology, findings, and conclusions of the research study. The author should prepare the content of the abstract with care; thesis abstracts are published and available internationally exactly as submitted. Users conducting research use the abstract to determine the value and relevance of the study.

The abstract page is not numbered, and it follows the title page. The format should be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the following page.

1. Center the label “ABSTRACT” in all caps 1 inch from the top of the page. On the next line (single space), center the title of the thesis in all caps. The title must be accurate and identical (including line breaks) to the title appearing on the title page of the thesis and on the approval forms. The thesis title may not exceed a total of 120 characters, including spaces and numbers. If the title is more than one line in length, the second and third lines should be single-spaced with the longest line being the first line (an inverted pyramid shape).

2. Center the author’s name on the third line (a triple space) below the title. The author’s name must appear exactly as it is written on the title page, the acknowledgements, the signature pages, and the approval forms.

3. Center “Marquette University” followed by a comma and the year the degree is conferred, on the second line (a double space) below the author’s name.

4. Begin the text of the abstract on the third line (a triple space) below the institution’s name. The body of the abstract should be single-spaced. Indent each paragraph 0.5 inches.

5. The abstract should not exceed 350 words.

ABSTRACT
A STUDY OF THE SOCIOLOGICAL IMPACT OF THE 1984 OLYMPICS ON THE POVERTY LEVEL OF CITIZENS OF LOS ANGELES

John J. Smith, B.A.

Marquette University, 2010

This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract. This is a sample of formatting for a thesis abstract.

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Sample

C. Acknowledgments (Optional)

Although acknowledgements are optional, they are a courteous way of recognizing people to whom the author is indebted for guidance, assistance, special aid, or support, including faculty mentors, colleagues, friends, and family members.

If chosen, the acknowledgments page should be prepared according to the following instructions and should be similar in appearance to the sample illustrated on the following page. The acknowledgments page is numbered with a lowercase Roman numeral in the upper-right hand corner (almost always a lowercase Roman numeral "i") as described in the "Pagination" description above.

1. Center the heading "ACKNOWLEDGMENTS" in capital letters 1 inch from the top of the page.

2. On the third line (a triple space) below that heading, center the author's name. The author's name must appear exactly as it is written on the title page, the abstract, the signature pages, and the approval forms.

3. On the third line (a triple space) below the author's name, begin entering text. Indent each paragraph 0.5 inches and single-space the text.

ACKNOWLEDGMENTS

John J. Smith, B.A.

In no particular order, I would like to thank my mother, my father, my sister, and my brother. I would like to thank my husband, my wife, my children and God. I would like to thank my teachers, my faculty, my committee, my director. I would like to thank the Graduate School and all of the Marquette University administration.

Sample

D. Table of Contents

The Table of Contents includes all sections identified in the thesis except the Title Page and the Table of Contents. The Table of Contents page(s) should be prepared according to the following instructions and should be similar in appearance to the sample illustrated on the following page.

1. Center the heading “TABLE OF CONTENTS” in capital letters 1 inch from the top of the page.

Primary headings (e.g., List of Tables, titles of chapters, Bibliography) are fully capitalized in the Table of Contents.

For all subsequent headings, capitalize the first letter of each word of each heading except articles, conjunctions, and prepositions that are less than four letters in length (i.e., the following words would not be capitalized: a, an, and, but, by, for, of, the, etc.).

2. Indent each subsequent heading level within a chapter 0.5 inches from the previous level.

3. Double space between each entry and each level of heading, and single space within multiple line headings, but do not further indent the second line of a multiple line heading. Headings requiring more than one line should be single spaced and divided so that the first line is the longest and each succeeding line is shorter.

4. Headings must be identical in wording as those within the thesis manuscript.

5. Each page of the Table of Contents is numbered with lower-case Roman numerals (not shown in example).

TABLE OF CONTENTS

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A. List of Other Cities Submitting Applications……...32

B. Summary of Application Data.....35

IV. METHOLOGY

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B. Population and Sample……38

C. Setting……..40

Sample

E. List of Tables or Figures (Optional)

If any tables or figures appear in the thesis, a List of Tables and/or List of Figures may be used, and should be prepared according to the following instructions.

1. Center the heading “LIST OF TABLES” or “LIST OF FIGURES” in capital letters 1 inch from the top of the page.

2. When both are needed, the List of Tables should precede the List of Figures.

3. On the third line (a triple space) below the heading, begin entering the table/figure listings – a single space within entries and double space between entries. Titles should be listed exactly as they appear in the text.

4. Headings requiring more than one line should be divided so that the first line is the longest and each succeeding line is shorter.

5. Each page of the table/figure should be numbered with a Roman numeral.

6. Text, including punctuation, abbreviations, underlining, etc., should be consistent with a style manual approved by the department.

7. Actual figures, tables, diagrams, graphs, photographs, etc., must follow their first mention within the text. The figure, table, etc. may be on the page immediately following the mention but may not be several pages away, at the end of the chapter or set in another chapter. Tables and illustrations, if used, must appear in all copies of the thesis.

8. If the actual figures, tables, diagrams, graphs, photographs, etc. do not fit in portrait setting, the figure should be rotated ¼ turn counter clockwise consistently throughout the thesis.

F. Body of Thesis

The body of the thesis should follow either the List of Tables or List of Figures (if used), or the Table of Contents (if List of Tables or List of Figures is not used).

Each new chapter begins on a new page. Punctuation, abbreviations, underlining, etc. should be consistent with a style manual approved by the department.

G. Bibliography and References

Bibliographies list all published material referred to in the text as well as all supportive reading material which has influenced the author, whether or not the material was cited in the text of the thesis.

References cite the sources of attributable material in the body of the text. References may be cited parenthetically (MLA or APA style), footnoted at the bottom of the page or in end notes at the end of the thesis, depending on the department's preferred style manual. References may not be noted at the end of a chapter. The citation format must be consistent throughout the thesis.

While the style manual chosen by the student's department should be adhered to for correct content of individual entries, the format in terms of vertical spacing and indenting must comply with the following requirements and should appear similar in appearance to the sample illustrated on the following page.

1. Center the heading "BIBLIOGRAPHY" in capital letters 1 inch from the top of the page.

2. On the third line (a triple space) below that heading, begin the references using single spacing within the entries and double spacing between entries.

3. The first line of each entry should be flush with the left margin; subsequent lines of each entry are indented 0.375 (3/8) inch.

4. Remaining bibliography pages have a one inch top margin.

BIBLIOGRAPHY

Peter, Paul M. (1980). *How to Sing Songs and Influence People While Still Writing Enough Text to Make it to the Second Line.* Milwaukee, WI.

Smith, John A. (1991). *Who Let Johnny Appleseed Plant the Tree There? Where Were the Work Permits?* Lincoln, NE.

Zuckerman, Travis. (2007). *Work Permits are Overrated.* Atlanta, GA.

Sample

H. Appendices (Optional)

No copyrighted material in excess of "fair use" may appear in the appendices without the express written consent of the copyright holder. Any material that might exceed generally accepted fair use guidelines must be accompanied by a letter from the copyright holder granting the author permission to reproduce (not just use) the material.

The pages of the appendices should be numbered consecutively, continuing from the main text and must appear in the Table of Contents (Appendix A…page 200). All appendices must appear in all copies of the thesis.

I. Thesis Signature Page

A signature page must be created by the master's student, should be prepared according to the following instructions, and should be similar in appearance to the sample illustrated on the following page. The signature page must contain original signatures of all committee members. *NOTE: This is a page you will submit to the Graduate School as a hardcopy. Do not scan a copy or whatsoever include this page with the electronic version of your dissertation. Doing so makes it very easy for someone else to steal your work and make it look like theirs.*

1. Center the heading "Marquette University" 1 inch from the top of the page.

2. On the tenth line below "Marquette University", center the partial phrase, "This is to certify that we have examined this copy of the thesis by".

3. Center the author's name on the third line (a triple space) below. The author's name must appear exactly as it is written on the title page, the acknowledgements, and the approval forms.

4. On the third line (a triple space) below the author's name, center the partial phrase, "and have found that it is complete and satisfactory in all respects."

5. On the third line (a triple space) following, left justify "The thesis has been approved by:"

6. On the third line (a triple space) following, create a left-justified line for the name of the Thesis Director (and their department) to sign. Below, place a line for each Committee Member to sign with their names printed underneath. Space each of these three lines (a triple space) apart. Add as many signature lines as necessary for the student's committee members.

7. Three lines (a triple space) below the last committee member's name, center "Approved on". Follow with three lines (a triple space) before creating another line for the approval date to be written in by the Thesis Director.

Marquette University

This is to certify that we have examined this copy of the thesis by

John J. Smith, B.A., M.A.

and have found that it is complete and satisfactory in all respects.

The thesis has been approved by:

_____

Dr. Jodi Blazel
Thesis Director, Department of Mechanical Engineering

_____

Dr. Jennifer Whitsett, Committee Member

_____

Dr. Tracy Campbell, Committee Member

_____

Dr. Gretchen Heckel, Committee Member

Approved on

_____

(Date filled in by thesis director)

Sample

J. Thesis Approval Form

The completed *Thesis Approval Form*, available online at *www.marquette.edu/grad/forms_index.shtml*, must be signed by all members of the thesis committee.

The approval form, signature page, and publishing fee must be submitted to the Graduate School by the deadline stated in the *Graduate Bulletin* and the Academic Calendar (*www.marquette.edu/mucentral/registrar/cal_index.shtml*).

The final and approved thesis must be submitted electronically to ProQuest's ETD Administrator, located at *www.etdadmin.com/cgi-bin/school?siteId=155*, by the same deadline.

For instructions on submitting your thesis electronically, go to: *www.marquette.edu/grad/etd.shtml*.