Thesis Manual

Thesis Guidelines and Requirements

Revised 4/28/2016
THESIS GUIDELINES AND REQUIREMENTS

The Office of Graduate Studies developed this Thesis Manual to aid the student and Thesis Committee in the presentation of the work in a format that is acceptable as a scholarly publication of the University. This is a consensus document. As such, these guidelines are designed to provide enough flexibility to meet the needs of each of the disciplines of the University while maintaining a style that is consistent for all theses developed at the University.

The word “thesis” used in this document refers to the formal research and investigation of an approved topic. This scholarly work becomes a permanent record of the student and the fulfillment of a requirement for an academic degree awarded by Stockton University. It requires an oral defense and a written paper that is evaluated by an academic committee convened for such a purpose. Its appearance and the quality of this document are a reflection of the student, committee and the University. It is the responsibility of the Office of Graduate Studies to authorize that what goes on public display in the University Library is of the highest of standard.

Thesis Committee Structure

Students should select their committee members early in their research. Selection guidelines can be found in individual Program Handouts. In general, each thesis committee shall consist of at least three persons: a Chair, who is a member of the student’s discipline faculty (full-time faculty member), and two other committee members. One of these two committee members must be another full-time Stockton University faculty member. The third person can be another faculty member, a Stockton faculty member from another program, a faculty member at another college/university, or a practitioner with extensive knowledge of the student’s thesis topic. The student is responsible for approaching committee members and asking them to participate. If the student wishes for the third committee member to be a non-Stockton faculty member, the student must obtain approval from the committee chair.

Upon establishing a Thesis Committee, the student will complete a Thesis Committee Form and obtain the necessary signatures. A copy of the Thesis Committee Form must be delivered to the Office of Graduate Studies. Once the Director of Graduate Enrollment Management signs the form, she/he will forward the form to the Graduate Program Director and the Office of the Registrar. This form provides the student with the ability to register for his or her thesis course. Depending upon the program, it is suggested that students register for this class during either their last semester or second-to-last semester of study. If the student does not complete and orally defend the thesis during that semester, a grade of “IP” (in progress) will be assigned. The student will have the next semester to complete the project. In some cases, students who complete all of their course credits and need a second semester to work on the thesis must fill out the appropriate University paperwork and pay the appropriate fee to maintain matriculation.

Thesis students who decide to change a member(s) of the Thesis Committee may do so at any time prior to one calendar month before the oral defense by completing and executing an updated Thesis Committee Form with the Graduate Program Director and the Director of Graduate Enrollment Management.

The Thesis Committee will agree on a grade for the thesis credits only after the student’s oral defense and satisfactory completion of all necessary revisions. Students must earn a grade of B
or better or the equivalent on the thesis in order to graduate, provided that the student has successfully completed all other graduation requirements.

**Necessary Approvals**

Federal regulations require that any research that involves the use of either human subjects or animals must be approved by the Institutional Review Board (IRB). The regulations are all-inclusive surveys, interviews, pre-existing data and human tissues obtained for non-research purposes require review by the IRB Board before the research can be done. If the work is completed without IRB approval, it cannot be published, even as a thesis. Copies of these approvals must be included in the appendix of the final draft of the thesis submitted for review by the Director of Graduate Enrollment Management. Keep in mind such approvals may take time. For more information, contact the [Grants Office](#) at 609-652-4844.

**Academic Honesty**

All students are responsible for adhering to the University’s academic honesty policies. The graduate thesis is to be an original piece of the student’s work. Students committing acts of academic dishonesty are subject to penalties, as outlined in the University Bulletin and Program Handbook.

**Style Guidelines**

The style guide for the thesis must be approved by the Thesis Committee prior to the preparation of the document. The style may depend on your degree program. Check your Procedure Handouts for specific information. Students are expected to adhere to all guidelines and standards of the style manual, including citation for electronic and online sources.

**FINAL MANUSCRIPT PREPARATION**

**Paper and Printing**

Paper to be used for the final original and copies must be white, 8 ½ x 11 inches, 20 - 24 pound weight, acid free and archival quality of consistent brand, quality, color, and texture.

The thesis is to be printed on only one side of the paper; do not bind or hole-punch. All printing must be letter quality. The thesis must be free of typing errors, smudges, and the type must be clear and black throughout, including figures, tables, charts, and illustrations.

**Font**

- Times New Roman 12 point font is required for the body of the report (typeface in any appendices may vary, as needed, for the content).
- Chapter titles should not be larger than 14 pt.
- Arial font should be used for charts and figures.
Margins

On all pages, the left margin is 1.5 inches. All other margins are 1 inch except for chapter headings, which should be 1.75 or 2 inches. Material placed lengthwise (landscape) on the page is printed so that its width is the length of the page. It should be placed in the manuscript so that the top line of the type is 1 inch from the bound edge of the page.

Spacing

- Double space the general text
- Single space: Table of Contents, Tables (except short tables that may be double spaced to improve appearance), long quotations, footnotes, figure legends.
- Appendices may be either single or double spaced.
- Other accepted disciplinary practices may be used.

Sequence of Thesis Elements and Pagination

All page numbers (Arabic) should be placed at the bottom center of the page.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Pagination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page (see sample)</td>
<td>not numbered</td>
</tr>
<tr>
<td>Abstract</td>
<td>not numbered</td>
</tr>
<tr>
<td>Acknowledgments (optional)</td>
<td>begin with lower case Roman numeral ii</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>lower case Roman numeral iii &amp; consecutive pages</td>
</tr>
<tr>
<td>List of Figures (if applicable)</td>
<td>continue consecutive Roman numerals</td>
</tr>
<tr>
<td>List of Tables and Charts (if applicable)</td>
<td>continue consecutive Roman numerals</td>
</tr>
<tr>
<td>List of Illustrations (if applicable)</td>
<td>continue consecutive Roman numerals</td>
</tr>
<tr>
<td>Body of text</td>
<td>begin with Arabic page 1</td>
</tr>
<tr>
<td>References</td>
<td>continue consecutive Arabic numerals</td>
</tr>
<tr>
<td>Appendices (if applicable)</td>
<td>continue consecutive Arabic numerals</td>
</tr>
</tbody>
</table>

Give each Appendix a letter (as in Appendix A) and title, as in the Tables and Charts.

Abstract: 200-word maximum

The length of the abstract should be limited to a maximum of 200 words. The abstract heading should be single spaced. Abstract content should be double spaced.

The content of the abstract should include the following:

- Statement of purpose of study
- Brief description of major aspects of methodology
• Subject sample (size, pertinent characteristics)
• Description of procedure (questionnaire, interview, tests, etc.)
• Major method of data analysis (correlations, tests of significance, percentages, etc.)
• Brief description of major findings or conclusions of the study

Submitting the Final Thesis Following the Defense

Following a successful oral defense and completion of the necessary revisions, students will submit a copy of the thesis with original signatures from the faculty and the dean of the school in which the program resides to the Office of Graduate Studies. Once the Director of Graduate Enrollment Management approves the thesis, the Office of Graduate Studies will deliver the completed project to the Stockton University Library for archiving, binding and circulation. In no case should a thesis be sent directly to the Library.

Library Standards for Thesis Submission

1. Thesis
   • A thesis should contain the following sequence of elements and follow all guidelines as above.
   • Theses should be unbound without holes. A rubber band is recommended to hold the thesis together.

2. Accompanying materials
   • Print format: accompanying materials in print format should be spiral-bound with a transparent cover.
   • Media materials: an accompanying software or media material should be a) in CD format in a jewel case; b) with a label that includes title and author, and c) system requirements, if necessary.

3. Details in processing
   • Theses will be commercially bound by the Library. Accompanying print material will be shelved in its spiral form.
   • Theses and accompanying print materials will be circulated.
   • Accompanying CDs will be kept on Reserve (circulation term needs to be specified).

Further Questions

Further questions should be directed to the Thesis Committee.
Defense Guidelines

An oral defense of the thesis is required and is an event that is open to the entire campus community. Students will work under the supervision of their Thesis Committee as they write their thesis. When the draft is completed, the student will provide copies to the committee in a timely manner. There are likely to be requests for revisions and modifications. When all members of the thesis committee grant their approval, the student, through the Chair and Program Director, will ask the Thesis Committee to post an oral defense announcement (see example below) arranged through the Office of Graduate Studies. The announcement will consist of the date, time and location of the defense (to be approved of by all committee members), and the thesis abstract.

Students will have to post their defense announcement two weeks prior to their defense date. This information shall be delivered to the Director of Graduate Enrollment Management (F-101) and the Dean of the School where the program resides for posting. The staff in the Office of Graduate Studies will assist the student with the necessary room reservation. It is important that if special equipment is needed it is specified in advance.

Moderator

The thesis Chair will act as the moderator at the oral defense. Their duties are to preside and see to it that all participants act in a civilized, polite, and proper manner. The Chair should be familiar with the procedures of the oral defense and has the authority to suspend proceedings should a situation arise that would not be conducive to a fair examination. The student will open the oral defense with a brief presentation of his or her findings, approximately 30-40 minutes in length. Then, members of the thesis committee will question the candidate in an order determined by the Chair. Questions dealing with the substance, meaning and usefulness of the research in the thesis are of greatest priority. Inquiries or comments dealing with punctuation, grammatical minutiae, spelling, etc, should be written out and privately submitted to the student.

When the Thesis Committee has had an adequate opportunity to question the student, the Chair may open the examination to non-committee members. If, in the opinion of the Chair, it is deemed desirable to discontinue the oral defense, the Chair may recess the oral defense until a time mutually agreeable to the Thesis Committee.

When the questioning has run its course, the Chair will excuse everyone except members of the thesis committee.

The student should be evaluated upon both:

(1) the overall quality and significance of his or her thesis, and

(2) the oral defense of his or her findings.
THEESIS DEFENSE ANNOUNCEMENT

Master’s Thesis Defense

Title

The Effects of ..... 

By

Name of Student

Abstract

The purpose of this study was to determine the effects of graduate education on Stockton. These findings will demonstrate the need for ...

Date: April 1, 2016
Time: 3:00 p.m.
Place: West Quad 103
Program: Name of Degree Program

Thesis Committee:
Members:
Professor A
Professor B
Professor C
[Sample of a Thesis Cover Page]

Thesis Title

Name of student

A thesis submitted in partial fulfillment of the requirements for the degree of Master of Arts in _________

Stockton University

Written under the direction of

(TYPE NAME OF CHAIR)

And approved by:

__________________________ (chair signature)
(TYPE NAME OF CHAIR)

__________________________ (signature of committee member)
(TYPE NAME OF COMMITTEE MEMBER)

__________________________ (signature of committee member)
(TYPE NAME OF COMMITTEE MEMBER)

__________________________ (signature of dean of the school in which the program resides)
(TYPE NAME OF DEAN OF THE SCHOOL)

April 28, 2016