

Indiana University of Pennsylvania
SCHOOL OF GRADUATE STUDIES AND RESEARCH

Thesis and Dissertation Manual

Effective 10/02/2020

Substantive changes have been reviewed by the SGSR for full implementation as of October 2020. Disregard all previous versions of the manual.

IMPORTANT DEADLINES

December Graduation

May 15: Doctoral candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form.

August 15: Master's candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form.

November 1: Candidates required to defend thesis or dissertation on or before this date.

November 1: Draft copy of thesis/dissertation submitted to the thesis/dissertation office for review.

November 1: Copies of signed thesis/dissertation signature pages and necessary forms submitted to the School of Graduate Studies and Research.

November 15: Electronic thesis/dissertation submitted to [ProQuest](#).

November 30: Both master's and doctoral candidates have applied for graduation through [MyIUP](#)

May Graduation

August 15: Doctoral candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form.

December 15: Master's candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form.

April 1: Candidates required to defend thesis or dissertation on or before this date.

April 1: Draft copy of thesis/dissertation submitted to the thesis/dissertation office for review.

April 1: Copies of signed thesis/dissertation signature pages and necessary forms submitted to the School of Graduate Studies and Research.

April 15: Electronic thesis/dissertation submitted to [ProQuest](#).

April 30: Both master's and doctoral candidates have applied for graduation through [MyIUP](#).

August Graduation

December 15: Doctoral candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form.

May 15: Master's candidates have filed in the School of Graduate Studies and Research a Research Topic Approval Form.

July 1: Candidates required to defend thesis or dissertation on or before this date.

July 1: Draft copy of thesis/dissertation submitted to the thesis/dissertation office for review.

July 1: Copies of signed thesis/dissertation signature pages and necessary forms submitted to the School of Graduate Studies and Research.

July 15: Electronic thesis/dissertation submitted to [ProQuest](#).

July 31: Both master's and doctoral candidates have applied for graduation through [MyIUP](#).

Note: As submissions are electronic, all deadlines are fixed regardless of the day of the week on which they fall.

CHECKLIST: REQUIREMENTS FOR FINAL SUBMISSION OF A DISSERTATION

- _____ 1) Apply for graduation at <http://www.iup.edu/myiup/> by the appropriate deadline. Please visit the [Commencement](#) website for up to date information.

- _____ 2) Submit your [publication agreement](#) electronically. Download the agreement, sign, and date it, then scan or photograph (high resolution) it. Email your attachment to grad-research@iup.edu. The subject header should read **[Your Name]: Publication Agreement**. **Note:** Please do not email your agreement with your dissertation draft. It must be sent in a separate email. Save your original signed/dated copy, but do not mail it.

- _____ 3) **Ph.D. students (all programs) and D.Ed. students in the Curriculum and Instruction** program must complete a Survey of Earned Doctorates, either through [IUP](#) or through the SED [website](#).

- _____ 4) Optional: The SGSR recommends that you submit a blank signature template page for format review to grad-research@iup.edu at least five days prior to your defense. It should be formatted like the sample page in this manual. Submitting your template in advance of your defense ensures it is correct, and that it won't have to be revised later.

- _____ 5) On the signature page in your electronic dissertation, type "Approval on file" on each committee member's signature line and type the date your defense was approved on the adjacent date line. Type "Approval on file" on the signature line for Dr. Hilliary Creely, but **do not type a date on the date line** adjacent to her signature line. It should be left blank.

- _____ 6) E-mail grad-research@iup.edu a draft copy of your dissertation in a Word (preferable) or PDF file after your successful defense, but before the appropriate deadline for your anticipated graduation date (August-July 1; December-November 1; or May-April 1).

- _____ 7) After you have made **ALL the required edits**, that were specified in your format review/compliance results, convert your dissertation file to a PDF using MS Word, Adobe Acrobat Professional, or Cutepdf. Note: There is also a section on the ProQuest submission website to convert your document to a PDF.

- _____ 8) Set up your ProQuest account. Part of this process is choosing your publishing options. If you choose the traditional publishing option, there is no publishing fee. Registration of copyright is optional and has an additional fee.

- _____ 9) Upload your PDF file to [ProQuest](#) by the appropriate deadline for your anticipated graduation term (August - July 15; December - November 15; May - April 15). Note: If you do not submit your dissertation on time, your graduation may be delayed.

CHECKLIST: REQUIREMENTS FOR FINAL SUBMISSION OF A THESIS

- _____ 1) Apply for graduation at <http://www.iup.edu/myiup/> by the appropriate deadline. Please visit the [Commencement](#) website for up to date information.

- _____ 2) Submit your [publication agreement](#) electronically. Download the agreement, sign, and date it, then scan or photograph (high resolution) it. Email your attachment to grad-research@iup.edu. The subject header should read **[Your Name]: Publication Agreement**. **Note: Please do not email your agreement with your thesis draft.** It must be sent in a separate email. Save your original signed/dated copy, but do not mail it.

- _____ 3) Optional: The SGSR recommends that you submit a blank signature template page for format review to grad-research@iup.edu at least five days prior to your defense. It should be formatted like the sample page in this manual. Submitting your template in advance of your defense ensures it is correct, and that it won't have to be revised later.

- _____ 4) On the signature page in your electronic thesis, type "Approval on file" on each committee member's signature line and type the date your defense was approved on the adjacent date line. Type "Approval on file" on the signature line for Dr. Hilliary Creely, but **do not type a date on the date line** adjacent to her signature line. It should be left blank.

- _____ 5) E-mail grad-research@iup.edu a draft copy of your thesis in a Word file (preferable) or PDF file after your successful defense, but before the appropriate deadline for your anticipated graduation date (August-July 1; December-November 1; or May-April 1).

- _____ 6) After you have made **ALL the required edits**, that were specified in your format review/compliance results, convert your thesis file to a PDF using MS Word, Adobe Acrobat Professional, or Cutepdf. Note: There is also a section on the ProQuest submission website to convert your document to a PDF.

- _____ 7) Set up your ProQuest account. Part of this process is choosing your publishing options. If you choose the traditional publishing option, there is no publishing fee. Registration of copyright is optional and has an additional fee.

- _____ 8) Upload your PDF file to [ProQuest](#) by the appropriate deadline for your anticipated graduation term (August - July 15; December - November 15; May - April 15). Note: If you do not submit your thesis on time, your graduation may be delayed.

IUP RESOURCES

- **School of Graduate Studies & Research-** <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/> - Forms, FAQs, Formatting instructions, submission instructions and much more.
- **Institutional Review Board for the Protection of Human Subjects (IRB)-** <http://www.iup.edu/irb/> - Approval is required for all research that involves human subjects.
- **Institutional Animal Care and Use Committee -** <http://www.iup.edu/iacuc/> Approval is required for all research that involves vertebrate animals.
- **Applied Research Lab -** <http://www.iup.edu/arlab/> - Provides help with statistical analysis and various software (Adobe, Word, SPSS, Qualtrics).
- **Writing Center -** <http://www.iup.edu/writingcenter> - Helps students developing their writing skills.
- **IT Support Center -** <http://www.iup.edu/itsupportcenter/> - Provides technical and software support.
- **Office of the Registrar -** <http://www.iup.edu/registrar/> - Provides course scheduling help and official academic transcripts.
- **Office of the Bursar -** <http://www.iup.edu/bursar> - For help with billing.

STYLE GUIDE RESOURCES

- **American Chemical Society (ACS):** <http://www.acs.org>
- **Society for American Archaeology (SAA):** <http://www.saa.org/>
- **Society for Industrial and Applied Mathematics (SIAM):** <https://www.siam.org>
- **American Psychological Association (APA):** <https://apastyle.apa.org/>
- **American Sociological Association (ASA):** <http://www.asanet.org/>
- **Council of Science Editors (CSE):** <http://www.councilscienceeditors.org>
- **Modern Language Association (MLA):** <https://style.mla.org/>
- **Turabian or Chicago Style:** <https://www.chicagomanualofstyle.org/turabian/citation-guide.html>

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INTRODUCTION

A well-written thesis or dissertation in most disciplines contains the following information:

1. A statement of the research problem and the objectives of the investigation;
2. A review of the literature;
3. The research methods used, described in sufficient detail to allow other investigators to replicate or evaluate the investigation and its outcomes;
4. The research findings and their relation to findings obtained by other investigators;
5. The conclusions to be drawn from the research results obtained; and
6. An objective and critical evaluation of the entire investigation, with references.

This Thesis/Dissertation Manual provides instructions for submitting electronic copies of doctoral dissertations and master's theses.

APPROVED STYLE GUIDES

The School of Graduate Studies and Research advises graduate students and faculty to confer with one of the following style guides during the thesis or dissertation process:

- American Chemical Society, *The ACS Style Guide*, Third Edition
- American Psychological Association, *Publication Manual*, Seventh Edition
- American Sociological Association, *ASA Style Guide*, Fifth Edition
- Council of Science Editors, Inc., *Scientific Style and Format*, Eighth Edition
- Modern Language Association, *MLA Handbook...Research Papers*, Eighth Edition
- Society for American Archaeology, *American Antiquity Editorial Policy, Information for Authors, and Style Guide*
- Society for Industrial and Applied Mathematics, *SIAM Journal on Applied Mathematics: Instructions for Authors*
- Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertation*, Eighth Edition

The list above identifies the current edition of each of the style guides as of the update to this manual. If the style guide most frequently used in your academic field does not appear on this list, please contact the Thesis/Dissertation Office. **It is the responsibility of the student to use the most current edition of the academic discipline's style guide.** In the event a new edition of the discipline's style guide is released, required use of this edition will not take effect until the following academic year.

For more information on style guides, along with links to each organization's website, see the *Writing Resources* page at <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/writing-resources/> .

GENERAL PROCEDURES

Carefully read the procedures below before starting the thesis or dissertation process. Adhering to the guidelines and deadlines will minimize problems or delays as you proceed.

Selecting a Committee

You should choose a Committee Chairperson when thesis or dissertation (T/D) work begins. The Chairperson must be qualified to serve as a Chairperson according to the IUP School of Graduate Studies and Research *Criteria for Teaching Graduate Courses* policy for graduate faculty membership. Members of a dissertation committee must also be approved under this policy. See *Graduate Faculty Member Eligibility* at <http://www.iup.edu/graduatestudies/resources-for-faculty-and-staff/eligibility-to-teach-graduate-courses-and-to-serve-on-thesis-or-dissertation-committees/graduate-faculty-member-eligibility/> for a current list of faculty.

Working with the Committee Chairperson, the Candidate assembles a thesis committee and secures the necessary signatures on the Research Topic Approval Form (described below). A committee should consist of a Committee Chairperson and two to four Committee Members. If you plan to have a non-IUP faculty member serve on your committee, your Graduate Coordinator must receive departmental approval and then request approval from the co-chair (the faculty union representative) of the University-Wide Graduate Committee.

Research Topic Approval Form

No student research can begin before a Research Topic Approval Form has been **approved** by the School of Graduate Studies and Research. When approval is granted, notice will be sent to your IUP email account. **You may not commence research until you receive this notice.**

To access the electronic RTAF, log in to MyIUP. From the Academics page, find the Graduate Student Resources section, then click the **Research Topic Approval Form** link and follow the on-screen instructions. **Note: This form is not compatible with Internet Explorer.**

This electronic form will be routed to the student's committee members, graduate program coordinator, college dean, and the School of Graduate Studies and Research for review and approval. Therefore, it must be initiated by the student well ahead of the planned start of your research.

Changes to your thesis/dissertation committee or research topic require approval and must be submitted electronically. To make a change to an approved RTAF, please log in to MyIUP and follow the on-screen instructions.

If the project requires review by either the university's Institutional Review Board for the Protection of Human Subjects (IRB) or the Institutional Animal Care and Use Committee (IACUC), final approval of the Research Topic Approval Form will not be forthcoming from the Associate Dean for Research until either the IRB or IACUC has reviewed and approved the research project.

NOTE: The student cannot begin thesis or dissertation research activity beyond preliminary steps (such as background research, IRB/IACUC approved pilot study, or three-chapter review) until notice of approval has been received from the Associate Dean for Research. If RTAF approval is marked "conditional pending outside reader approval," the student may commence thesis or dissertation research, but cannot defend or graduate until the outside reader is approved.

If you are a doctoral candidate, the School of Graduate Studies and Research requires you to file a Research Topic Approval Form **at least two academic terms** before you expect to graduate. Master's candidates must file the form **at least one academic term** before they expect to graduate. If the form is not filed with the School of Graduate Studies and Research by the required deadline, the candidates' graduation will be delayed until the next semester.

Scheduling the Final Defense

The School of Graduate Studies and Research requires students to successfully defend their thesis or dissertation by the appropriate deadline for their anticipated graduation date (August-July 1; December-November 1; or May-April 1.) Thesis and dissertation committees often require changes to students' theses and dissertations contingent on giving their approval. These changes may be substantial and difficult to implement in a short amount of time. Keep this in mind when scheduling your defense date.

Review and Final Submission

Doctoral students and Master's students writing theses are required to email a final draft copy their thesis or dissertation to the Thesis/Dissertation Office at grad-research@iup.edu for review by the appropriate deadline for their anticipated graduation date (August-July 1; December-November 1; or May-April 1). In addition to reviewing format, the School of Graduate Studies and Research will check for compliance with applicable university, state, and federal policies and regulations including, but not limited to, academic integrity, IRB, and IACUC.

Deadlines

The deadlines for submitting your thesis or dissertation can be found in the front of this manual and on the School of Graduate Studies and Research website on the *Thesis-Dissertation Information* homepage at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/>. **It is solely your responsibility to know and meet these deadlines.** Remember to apply for graduation by the deadline for your anticipated graduation date. Note: You do not need to wait until your thesis or dissertation has been approved by the Interim Dean to apply.

RESPONSIBILITIES

It is the responsibility of all students, faculty, and staff to comply with all applicable university, state, and federal policies and regulations. This section outlines your responsibilities and those of your committee chairperson and graduate coordinator.

Graduate Student

1. Work with your Committee Chairperson to select a committee.
2. Communicate often with the Committee Chairperson until you graduate.
3. Check your IUP email daily. This is the official method of communication at IUP.
4. Complete the electronic Research Topic Approval Form by the required deadline. If changes occur, either in the committee or topic, a Research Topic Change Form must be completed and approved. Remember: you may not commence research until after you receive written notice of RTAF approval from the School of Graduate Studies and Research.
5. Submit a protocol for review by the Institutional Review Board for the Protection of Human Subjects (IRB) if appropriate.
6. Submit a protocol for review by the Institutional Animal Care and Use Committee (IACUC) if appropriate.
7. Compose a clear and correct thesis or dissertation manuscript while working closely with the committee at every stage of the composition process. Follow your department's prescribed style manual (APA, MLA, ASA, etc.).
8. Work with Committee Chairperson to fulfill all departmental obligations related to thesis or dissertation preparation.
9. Submit a final draft copy of your thesis or dissertation at (grad-research@iup.edu) for review by the Thesis/Dissertation Office by the appropriate deadline for your anticipated graduation date.
10. Complete all forms required by the School of Graduate Studies and Research.
11. Upload your thesis or dissertation to ProQuest.

For information about continuous registration for master's and doctoral students, please refer to the Continuous Dissertation section in the Graduate Catalog.

Thesis or Dissertation Committee Chairperson

The Committee Chairperson is expected to guide and counsel the Candidate during the thesis preparation. The counseling process involves the following specific responsibilities:

1. Communicate often with your student. If you have not heard from your student in a while, contact him or her.
2. Work with your student to select a committee.
3. Ensure that your student is progressing normally; intervene if you have information suggesting that a problem is occurring.

4. Be aware of the time limits for master's and doctoral students.
5. Assist your student in submitting the protocols for the Institutional Review Board for the Protection of Human Subjects (IRB) and/or Institutional Animal Care and Use Committee (IACUC).
6. Ensure that your student is working closely with the committee at each stage of the thesis or dissertation process.
7. Ensure that your student has corrected formatting, spelling, and/or punctuation errors in their thesis or dissertation. Confirm format of signature page before you sign it.
8. Administer all departmental and college requirements such as the defense. Notify the Thesis/Dissertation Office of the results of the defense.
9. Remind the candidate to submit a final draft copy of the thesis or dissertation for format review to the School of Graduate Studies and Research at grad-research@iup.edu by the appropriate deadline for their anticipated graduation date.
10. Approve the completed thesis or dissertation. Ensure that all other members of the committee have approved it before the student sends their thesis or dissertation draft to the Thesis/Dissertation Office for the format and compliance review process.
11. Process a change of grade for all thesis/dissertation credits.

Note: If the student chooses a non-thesis option after he or she has filed the Research Topic Approval Form, the committee chairperson must send written notification to the Assistant Dean for Administration in the School of Graduate Studies and Research.

Graduate Coordinator

The Graduate Coordinator is the School of Graduate Studies and Research's liaison with the college and department. A current list of Graduate Coordinators is available at <http://www.iup.edu/admissions/graduate/coordinators/default.aspx>. The Coordinator's responsibility is to ensure that School of Graduate Studies and Research policies are followed as the Candidate completes the thesis or dissertation. Specific duties include the following:

1. Monitor graduate student schedules so that they are not registering for thesis or dissertation credits until they are actually conducting thesis or dissertation research.
2. Ensure that Committee Chairpersons for theses and dissertations and members of dissertation committees are approved according to the Criteria for Teaching Graduate Courses.
3. Know the university and School of Graduate Studies and Research policies and procedures regarding research compliance, academic integrity, and the thesis/dissertation process, including submission of the Research Topic Approval Form, thesis/dissertation submission, outside readers, and relevant deadlines.

SAFETY AND ACADEMIC INTEGRITY

All research must be conducted in an ethical manner. Graduate students are required to follow the guidelines indicated below if research includes human or animal subjects; the use of copyrighted materials; and any print or media materials.

Human Subjects in Research

IUP complies with federal regulations regarding the use of human subjects in research. Research sponsored by, supported by, or conducted by its faculty, staff, or students **must not expose** people who participate as subjects to unreasonable risk to their health, general well-being, or privacy. Student research projects that involve human beings as subjects must be conducted according to the university policy for the protection of human subjects.

Students apply for Institutional Review Board for the Protection of Human Subjects (IRB) review by completing a protocol form through IRBManager, which can be accessed on our website at <http://www.iup.edu/irb>.

Animal Subjects in Research

IUP complies with federal regulations, and takes responsibility for the humane care and use of animals in research projects. If a student's research involves the use of laboratory animals or even the use of wild animals studied in their natural habitat, the student must have the research approved by the university's Institutional Animal Care and Use Committee (IACUC). The Candidate can obtain the protocol form in the office of the Dean for Natural Sciences and Mathematics. The form can also be found on our website at <http://www.iup.edu/iacuc/>.

Use of Copyrighted Material

Permission to use works in the public domain, (i.e., works on which copyright never existed and those on which the copyright has expired) is not necessary but all works must be acknowledged. If the material has been published, or if an entire creation (e.g., a cartoon, a photograph, a test, or a completed form) is to be used, written permission from the copyright holder must be obtained that allows the student to use the work in the thesis or dissertation. **See the Appendices for a sample permission letter.** The purpose of a permission letter is to ensure that you are asking permission for the use of copyrighted material and to make sure that it encompasses the full scope of what you will be using the material for. The objective is to eradicate any ambiguities that could occur and make certain that your letter covers all of your needs in using/reproducing the copyrighted material.

Students should inform the copyright holder that the manuscript is being submitted to Indiana University of Pennsylvania and will be available as part of the library's digital holdings. In addition, if you elect, copies of the thesis or dissertation may be sold on demand by ProQuest Information and Learning Company.

A copy of the permission letter must be provided in the appendix of the thesis or dissertation.

Proper credit (as instructed in the letter of permission) must be given in the text.

Addresses for U.S. publishers are listed in *Books in Print* (published by R. R. Bowker Company) which is available in the reference section of Stapleton Library or on the web at <https://www.booksinprint.com>.

More information about use of copyrighted material can be found on the website of the Library of Congress at <http://www.copyright.gov/>.

Plagiarism

Issues of misrepresentation of another individual or organization's work are serious offenses. As with copyrighted materials, students must acknowledge the work of others that they include in their own research. Students must follow the guidelines for citing other authors' work in the appropriate style guide in their academic field. For details on IUP's policy on plagiarism, visit the Graduate Catalog at <https://catalog.iup.edu/index.php?catoid=4>

Theses and dissertations will be reviewed using third-party verification software. If the SGSR determines an instance of plagiarism, it will be reported as per the IUP Academic Integrity Policy. For a detailed explanation of the policy, visit <https://catalog.iup.edu/content.php?catoid=4&navoid=229>

FORMAT AND STYLE

General Guidelines for Layout

Follow the guidelines below for creating the layout and organization of your thesis or dissertation. It is advisable to format the document early in the writing process. Making changes to fonts, margins, etc., later can be problematic.

Uniformity and Size of Type

- The body of the text must be prepared from a clear and readable font set at the same size throughout the document.
 - Twelve-point font is the generally accepted font size.
 - However, different point sizes can be used for tables, figures, or captions, as long as usage is consistent and conforms to the appropriate style manual.
 - Choose the font carefully depending on your final distribution plans. Serif fonts (e.g. Times New Roman) are easier to read on paper. Sans serif fonts (e.g. Arial) are easier to read in electronic format. We recommend Times New Roman for either format.
- The use of bold, italic, capitalization, or any other writing convention should be consistent throughout the document and should follow the appropriate style manual.
- Do not use a running head at the top of each page.
- Alignment of text should be consistent (including no justified alignment).
- The body of the document must be double spaced.
- All page numbers must appear centered in the bottom margin.

Organization of the Thesis or Dissertation

The organization of your thesis or dissertation will vary depending on your field of study. However, the general arrangement of a thesis or dissertation often is as follows:

1. Title Page
2. Copyright Page (optional)
3. Signature Page
4. Abstract
5. Acknowledgements (optional)
6. Table of Contents
7. List of Tables (if required)
8. List of Figures (if required)
9. Text or body of Thesis/Dissertation
10. Endnotes (unless incorporated at the end of each chapter) (optional)
11. References (or Works Cited, Bibliography)
12. Appendices (optional)

Consult the appropriate style manual for any specific guidelines for formatting your thesis or dissertation. *Samples for many of the pages can be found in the Appendices.*

Chapters

Divide the thesis/dissertation into chapters. Chapter titles should be in ALL CAPS and each chapter should begin at the top of a new page. Chapters and Chapter titles are NOT considered a level of subheading. Consult your style manual for further guidance. **It is strongly recommended to keep chapter titles and section subtitles concise. Avoid punctuation in chapter titles.** See Figure 1.

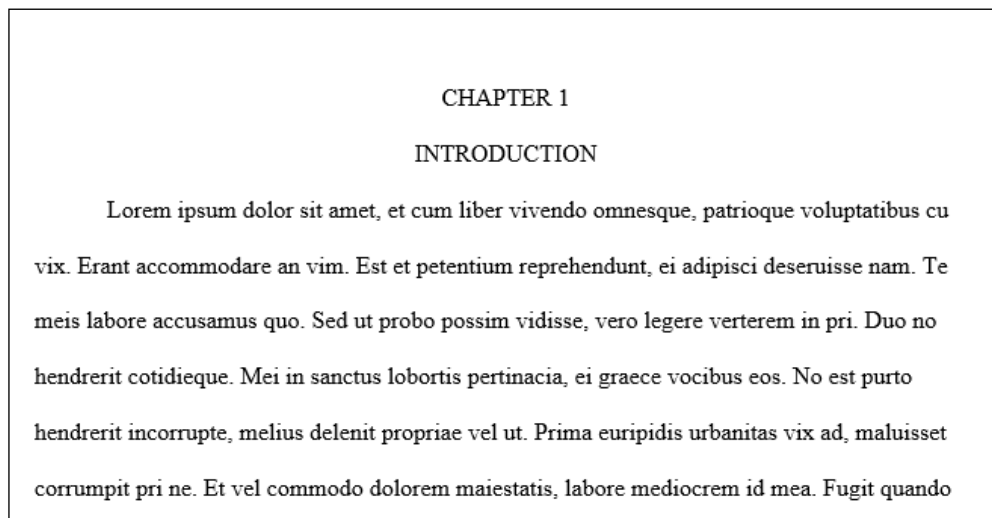


Figure 1. Chapter number and title.

Widows and Orphans

At least two lines of text should follow a heading at the bottom of a page. **It is best to prevent so-called “widows” and “orphans” in the document.** An orphan is the first line of a paragraph or subheading that appears by itself at the end of a page. A widow is the last line of a paragraph or subheading that appears by itself at the top of a page. Most computer programs have a widow/orphan protection command that should be activated at the beginning of the document.

Margins

Standard page size for thesis and dissertations is 8.5 x 11 inches. Margins should be consistent throughout the document. The suggested margin is one inch on all sides; however, if you plan on printing and binding your document, it is best to use a left margin of 1.5 inches. This is recommended but not required.

Pagination

Each page in the entire manuscript, including the appendices, must be assigned a number. The following plan of page numbering must be followed:

- For the preliminary pages, use lowercase Roman numerals (ii, iii, iv, etc.). The title page counts as the first page, but the number does not appear.
- For the remainder of the manuscript (including the text, references and appendices) use Arabic numerals (1, 2, 3, 4, etc.). Each page, including the first page of each chapter must be numbered. The numbering begins with 1 and runs consecutively to the end of the manuscript. Do not use letter suffixes such as 10a or 10b.

If you are using MS Word™, use **section breaks** to control pagination and page number format, see the *Section and Page Breaks* page at <http://www.iup.edu/page.aspx?id=91951>

Title Page

The thesis or dissertation title page must include the following:

1. Complete thesis title in all caps, centered between the margins.
2. The statement: "A Dissertation [or Thesis] Submitted to the School of Graduate Studies and Research in Partial Fulfillment of the Requirements for the Degree [degree being sought]." **Do not include department or program name.** This statement should also be centered. See example in Figure 2.
3. The full name of the Candidate, centered. **This is your legal name, as it appears in MyIUP.**
4. Indiana University of Pennsylvania, centered.
5. The month (May, August or December) and year of graduation, centered. **Do not use the defense date or submission date.**

Note: Do not include a page number on the title page. See full page examples in the Appendices.

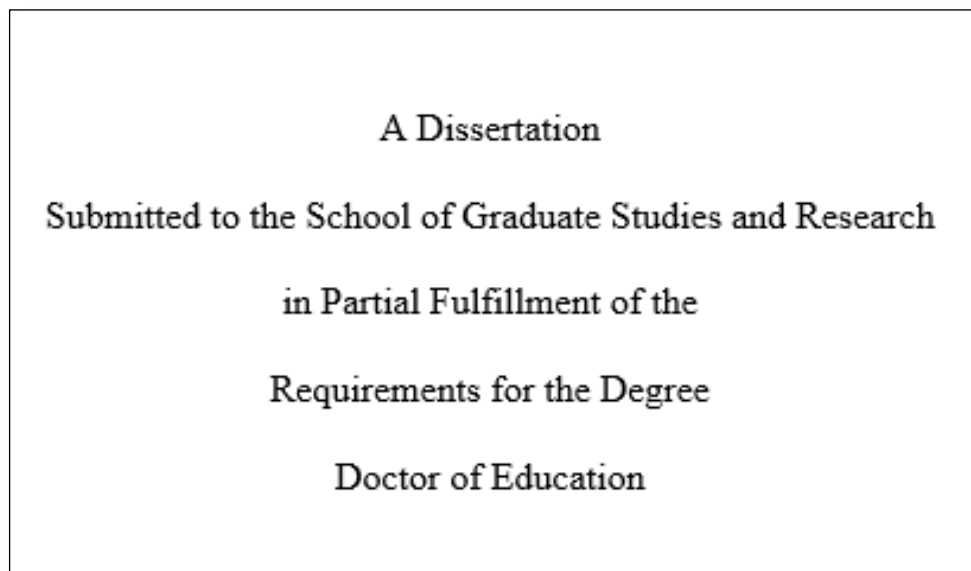


Figure 2. Center statement on the dissertation title page.

Copyright Page (Optional)

If copyright is to be secured for the thesis or dissertation, the notice of copyright must appear at the bottom of a separate copyright page. The notice consists of three elements:

1. the copyright symbol ©;
2. the year of first publication (same year as the author's graduation); and,
3. the name of the owner of copyright (name of the author).

ProQuest suggests adding "All Rights Reserved" because a few countries give legal significance to this phrase.

Signature Page

The signature page should follow the appropriate model included in the Appendices. Students should electronically submit a template of their blank signature page to the grad-research@iup.edu mailbox two weeks before their defense so that the SGSR can ensure that it is correct.

The signature page should include the following:

- The full name of the university,
- School of Graduate Studies and Research, and
- The name of the candidate's department.

The candidate's name and degree must also appear on the page. There must be sufficient space for each member of the committee and the Dean of the School of Graduate Studies and Research to date and sign the thesis or dissertation. Signature lines should be at least 1 inch apart so there is enough room for signatures.

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The signature page is page ii unless a copyright page is included in the thesis or dissertation and then it will be page iii.

Abstract Page

An abstract page must follow the approval page. An example is included in the Appendices. The thesis or dissertation title on the abstract page must match the title that is listed on the Title Page. Use title case, not all caps. The text of the abstract should follow the title, the author, the name of the Committee Chair, and the names of the committee members. There must be exactly five space bar hits following each colon, as seen below in the example in Figure 3.

Title: A Comparative Study of the Quality and Syntax of Compositions by First Year College Students Using Handwriting and Word Processing

Author: Craig Etchison

Dissertation Chair: Dr. Michael M. Williamson

Dissertation Committee Members: Dr. Patrick M. Hartwell
Dr. Donald A. McAndrew

Figure 3. The top of the Abstract page.

Acknowledgments Page (Optional)

The acknowledgment page or pages provides an opportunity to recognize the persons to whom you are indebted for guidance and assistance. The word ACKNOWLEDGMENTS should be typed in all caps and centered at the top of the page. Acknowledgments appear before the table of contents.

Table of Contents

The Table of Contents is the “road map” of your thesis or dissertation. It must be well organized and easy to read. An example of a Table of Contents is included in the Appendices. Follow the guidelines below when formatting the Table of Contents:

- Chapter titles must be listed in the Table of Contents and must be in ALL CAPS. For longer titles, wrap to next line allowing one inch between title and page number. **It is strongly recommended to keep chapter titles and section subtitles concise. Avoid punctuation.**
- Listing section subtitles or subheadings is optional for MLA, but at least level-1 headings must be in the ToC for APA. However, if subtitles are included for one chapter, they must be included for all chapters.
- The wording of headings, subheadings, and chapter numbers in the table of contents must correspond exactly to the wording in the text.
- The format of the chapter number on the Table of Contents must match that used in the body of the thesis or dissertation, so 1 used in the ToC must mean Chapter 1 (not One or I) is used in the document itself.
- Use “Chapter” and “Page” column headings to reduce repetition on the Table of Contents. This Chapter/Page line must also appear as the first line on any additional page in the Table of Contents.

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Figure 4. The top of the Table of Contents page. Note the format of the page and column headings.

List of Tables

The List of Tables (if present) immediately follows the Table of Contents and follows the same format (e.g., page heading, column headings, etc.). An example of a List of Tables is included in the Appendices. As with chapter titles, most style manuals recommend short, descriptive titles for tables. (See example in Figure 5.) Table titles on the list of tables must correspond word for word with the text.

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2 Distribution of Survey Sample Reporting Formats for Acquiring Knowledge about Guidance Program Evaluation	90
3 Distribution of Survey Sample Relating to Elementary Guidance and Counseling Program	93
4 Distribution of Survey Sample Reporting Frequency of Guidance Program Evaluation	95
5 Distribution of Survey Sample Indicating Individuals Involved in Evaluation of Guidance Program	97

Figure 5. The List of Tables is formatted in the same manner as the Table of Contents.

List of Figures

The List of Figures (if present) immediately follows the Table of Contents and List of Tables (if present) and follows the same format (e.g., page heading, column headings, etc.). An example of a List of Figures is included in the Appendices. Figure captions on the list of figures must correspond word for word with the text.

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Tables and figures are inserted as soon as possible following their first mention in the text. All tables and figures are numbered and titled according to the appropriate style manual (APA, MLA, ACS, etc.). Customarily, tables are titled at the top and figures are captioned at the bottom. Generally, table titles have all main words capitalized and figure captions only have the first word capitalized. The student must follow the style manual they listed on their Research Topic Approval Form.

Table titles and figure captions must agree word for word with the List of Tables and the List of Figures. Tables and figures formatted in landscape should have the top of the page at the left edge.

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If your dissertation chairperson or thesis advisor requires end notes, change the end note position in “References” from “End of document” to “End of section” in MS Word. Then insert a section break prior to starting the References or Works Cited list. This will ensure that your list of sources is not embedded within the end notes. For help with setting section breaks, see the *Page Breaks and Section Breaks* page at <http://www.iup.edu/page.aspx?id=91951>.

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The *Survey of Earned Doctorates (SED)* is a survey conducted by the National Opinion Research Center at the University of Chicago. The survey gathers data about graduates that can be used by universities as well as federal and state governments to make policy decisions that affect graduate education. **Only Ph.D. candidates and D.Ed. candidates in the Curriculum and Instruction program are asked to complete the survey.** The survey is available ([Here](#)) on the IUP website or on the SED web site ([Here](#)).

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- 4.

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PERCEPTIONS OF TEACHING PRACTICES
AT A MIDWESTERN UNIVERSITY

A Dissertation

Submitted to the School of Graduate Studies and Research

in Partial Fulfillment of the

Requirements for the Degree

Doctor of Education

Jane L. Smith

Indiana University of Pennsylvania

December 2020

A COMPARATIVE ANALYSIS OF
SELECTED WOMEN WRITERS

A Thesis

Submitted to the School of Graduate Studies and Research

in Partial Fulfillment of the

Requirements for the Degree

Master of Arts

John Henry Doe

Indiana University of Pennsylvania

December 2020

Note: This page is optional.

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Indiana University of Pennsylvania
School of Graduate Studies and Research
Department of English

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Candidate for the degree of Doctor of Philosophy

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Associate Professor of English

Sally Sample, D.Phil.
Assistant Professor of English

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Title: A Comparative Study of the Quality and Syntax of Compositions by First Year College Students Using Handwriting and Word Processing

Author: Craig Etchison

Dissertation Chair: Dr. Michael M. Williamson

Dissertation Committee Members: Dr. Patrick M. Hartwell
Dr. Donald A. McAndrew

This comparison design study evaluates writing produced by 100 first year college students before instruction and after instruction to determine if using word processing has any significant effect on eighteen selected syntactic variables or on overall writing quality.

The analysis of overall writing quality, based on a general impression, holistic rating by trained readers showed that students who used word processors started the semester with a lower mean holistic rating than the rating of the handwriting students. When the change in overall writing quality was analyzed pretest to posttest, however, the word processing students had surpassed the handwriting students in overall writing quality, and in fact, had increased their mean holistic rating pretest to posttest more than five times that of the handwriting students.

The results from the analyses of variance of syntactic variables showed that the most significant difference was in total number of words produced, with word processing students producing an average of 303 more words per paper than students who wrote by hand. There was also a significant main effect for time change pretest to posttest in overall writing quality.

ACKNOWLEDGMENTS

Many students use this section to acknowledge the help and contributions of faculty, friends, and family members during the research process. This section can be more than one page.

Note: This page is optional.

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