Indiana University of Pennsylvania
SCHOOL OF GRADUATE STUDIES AND RESEARCH

Thesis and Dissertation Manual

Effective 08/01/13, Revised 02/19/15

IMPORTANT DEADLINES

For 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.
December 1: Both master's and doctoral candidates have applied for graduation through URSA

For 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.
May 1: Both master's and doctoral candidates have applied for graduation through URSA.

For 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.
August 1: Both master's and doctoral candidates have applied for graduation through URSA.

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

CHECKLIST:
ITEMS REQUIRED FOR FINAL SUBMISSION OF A DISSERTATION

___ 1) Apply for graduation at http://www.iup.edu/ursa by the appropriate deadline.

___ 2) E-mail grad-research@iup.edu a draft copy at least two weeks prior to submitting final copy.

___ 3) Submit a signed signature page. This is the page in your dissertation that lists your committee. It should be formatted as shown in the Thesis-Dissertation Manual http://www.iup.edu/thesismanual/default.aspx. The printed paper copy must be signed by all members of your committee. All signatures must be original. Note: This page will be unsigned in the electronic file. The paper copy will be signed and kept on file in the School of Graduate Studies and Research. **The SGSR strongly recommends that you submit a blank signature page for format review to grad-research@iup.edu prior to your defense.**

___ 4) Optionally, for the signature page in your electronic dissertation, you can type the date of the defense on the date line and "Signatures on File" on the signature line by the committee's names. Do not type a date by the Dean's name.

___ 5) ProQuest limits abstracts to **350** words or fewer. Make sure your Abstract complies.

___ 6) Sign and submit the IUP Dissertation Publishing Agreement (http://www.iup.edu/page.aspx?id=116439). If you choose "Do Not Allow Search Engines" when you submit to ProQuest, only your title page, signature page, and abstract will be available on IUP's Library website. The full text will not be available.

___ 7) Convert file to PDF using MS Word, Adobe Acrobat Professional, or Cutepdf. There is also a section on the ProQuest submission website to convert to PDF.

___ 8) Upload completed PDF file to ProQuest http://dissertations.umi.com/iup. If you choose the Traditional T1 option, there is no publishing fee. Registration of Copyright is an *optional* process that has an additional fee.

___ 9) A completed Survey of Earned Doctorates form for **Ph.D.** students only. The form is on our website http://www.iup.edu/page.aspx?id=94158 or on the University of Chicago's website http://survey.norc.uchicago.edu/doctorate/index.jsp. If using the University of Chicago's site, print the certificate at the end and submit to the Thesis/ Dissertation Office to indicate the SED was completed.

___ 10) Request your committee chair submit a grade change form for dissertation credits.

The signature pages, publishing agreement, and Survey of Earned Doctorates (for Ph.D. students) can be mailed to:

> Indiana University of Pennsylvania, School of Graduate Studies and Research, Thesis/ Dissertation Office, 120 Stright Hall, 210 S. 10th Street, Indiana, PA 15705-1081

Students planning to attend commencement must RSVP on URSA. Commencement information and instructions are found at: http://www.iup.edu/commencement/default.aspx.

CHECKLIST:
ITEMS REQUIRED FOR FINAL SUBMISSION OF A THESIS

___1) Apply for graduation at http://www.iup.edu/ursa by the appropriate deadline.

___2) Email (grad-research@iup.edu) a draft copy at least two weeks prior to submitting final copy.

___3) Submit a signed signature page. This is the page from your thesis that lists your committee members. It should be formatted as shown in the Thesis-Dissertation Manual http://www.iup.edu/thesismanual/default.aspx. The printed paper copy must be signed by all members of your committee. All signatures must be original. Note: This page will be unsigned in the electronic file. The paper copy will be signed and kept on file in the School of Graduate Studies and Research. **The SGSR strongly recommends that you submit a blank signature page for format review to prior to your defense grad-research@iup.edu.**

___4) Optionally, for the signature page in your electronic thesis, you can type the date of the defense on the date line and "Signatures on File" on the signature line by the committee's names. Do not type a date by the Dean's name.

___5) Ensure sure your Abstract complies with word count limits. ProQuest limits abstracts to **150** words or fewer.

___6) Sign and submit the IUP Thesis Publishing Agreement (http://www.iup.edu/page.aspx?id=116439). If you choose "Do Not Allow Search Engines" when you submit to ProQuest, only your title page, signature page, and abstract will be available on IUP's Library website. The full text will not be available.

___7) Convert file to PDF using MS Word, Adobe Acrobat Professional, or Cutepdf. There is also a section on the ProQuest submission website to convert to PDF.

___8) Upload completed PDF to ProQuest at: http://dissertations.umi.com/iup If you choose the Traditional T1 option, there is no publishing fee. Registration of Copyright is an *optional* process that has an additional fee.

___9) Request committee chair submit grade change form for thesis grade.

The signature pages and publishing agreement can be mailed to:

Indiana University of Pennsylvania, School of Graduate Studies and Research, Thesis/ Dissertation Office, 120 Stright Hall, 210 S. 10th Street, Indiana, PA 15705-1081

Students planning to attend commencement must RSVP on URSA. Commencement information and instructions are found at: http://www.iup.edu/commencement/default.aspx.

IUP RESOURCES

- **School of Graduate Studies & Research** - http://www.iup.edu/graduatestudies/thesis - 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/page.aspx?id=6561 - Approval is required for all research that involves vertebrate animals.

- **Applied Research Lab** - http://www.iup.edu/arl - Provides help with statistical analysis and also using software (Adobe, Word, etc.).

- **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): http://www.siam.org/journals/siap/authors.php

- **American Psychological Association** (APA): http://www.apastyle.org

- **American Sociological Association** (ASA): http://www.asanet.org/

- **Council of Science Editors** (CSE): http://www.councilscienceeditors.org

- **Modern Language Association** (MLA): http://www.mla.org/style

- **Turabian or Chicago Style**: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html/

TABLE OF CONTENTS

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,* Sixth Edition
- American Sociological Association, *ASA Style Guide,* Fourth Edition
- Council of Science Editors, Inc., *Scientific Style and Format,* Seventh Edition
- Modern Language Association, *MLA Handbook…Research Papers*, Seventh 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,* Seventh 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/page.aspx?id=91692.

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/page.aspx?id=13443 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

You should secure a Research Topic Approval Form (RTAF) from the School of Graduate Studies and Research website at http://www.iup.edu/page.aspx?id=115836. (See the Appendices for a completed example.) A 1-2 page summary of the research topic, including the method of study, materials, any equipment that might be used, and an estimated time frame to complete the process, must be attached to the RTAF.

Once the form is approved by the committee, it is sent to the Graduate Coordinator and then to the College Dean for signatures. The College Dean will then send it to the Thesis/Dissertation Office in the School of Graduate Studies and Research. **You may begin writing the thesis or dissertation after you receive written notice approving the research topic from the Assistant Dean for Research**.

Should changes occur, either in committee membership or topic, a RTAF Committee Change or Topic Change form must be completed and approved by your committee and the Assistant Dean for Research. The committee change and topic change forms are also available on the *Before Getting Started* page at http://www.iup.edu/page.aspx?id=115836. **No student can graduate without an up-to-date RTAF on file with the Thesis/Dissertation Office.**

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 Assistant 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 Assistant 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 theses or dissertations **no later than two weeks** before the final ProQuest submission deadline of the current semester. Thesis and dissertation committees often require changes contingent on giving their approval. These changes may be substantial and difficult to implement in a short amount of time.

Review and Final Submission

Doctoral students and Master's students writing theses are required to email (grad-research@iup.edu) a draft copy their theses/dissertations to the Thesis/Dissertation Office for review **at least two weeks** before the final ProQuest submission deadline. 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 http://www.iup.edu/page.aspx?id=6011. It is your responsibility to know and meet these deadlines. Additionally, remember to apply for graduation by the deadline.

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 of the thesis dissertation manual outlines some of 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 with you from IUP**.

4. Obtain and complete the 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, ACS, etc.).

8. Work with Committee Chairperson to fulfill all departmental obligations related to thesis or dissertation preparation.

9. Submit a draft copy for review to the Thesis/Dissertation Office (grad-research@iup.edu) at least two weeks prior to final ProQuest submission.

10. Complete all forms required by the School of Graduate Studies and Research.

11. Upload the thesis or dissertation to ProQuest.

12. Request that the committee chairperson submit a grade change form for all thesis or dissertation credits.

For information about **continuous registration for M.F.A. 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 draft copy of the thesis or dissertation for format review to the School of Graduate Studies and Research (grad-research@iup.edu) at least two weeks prior to final submission.

10. Approve and sign the completed thesis or dissertation. Ensure that all other members of the committee have signed before the document is sent to the Thesis/Dissertation Office in the School of Graduate Studies and Research.

11. Process a change of grade form 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 which can be downloaded from our website at http://www.iup.edu/irb and submitting it to the School of Graduate Studies and Research in person or via email to irb-research@iup.edu.

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/page.aspx?id=6561.

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 http://www.booksinprint.com/bip.

More information about use of copyrighted material can be found on ProQuest's website http://proquest.com/products_umi/dissertations/copyright/ or 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 http://www.iup.edu/page.aspx?id=127235.

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 http://www.iup.edu/page.aspx?id=127136.

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.
- 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 (left, justified, etc.) should be consistent.
- All page numbers should appear in a consistent location, such as bottom center.

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. 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.
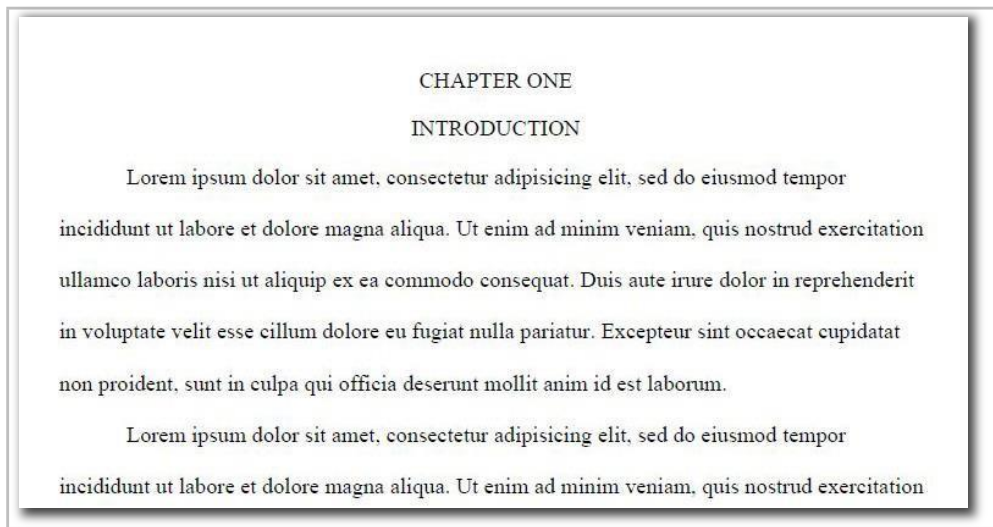

Figure 1. Chapter number and title.

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 URSA.**

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 a week 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.

The Committee Chairperson should have the first signature place and the committee members should follow. If a committee member is external to IUP, list the person's affiliation. The original signature page will be kept on file in the School of Graduate Studies and Research. The Dean of the SGSR will only sign one copy of the signature page. If you are an international student that requires additional original signature pages for your ministry of education or sponsoring agency, please contact the Thesis/Dissertation Office before you defend.

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. See 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.

NOTE: ABSTRACTS EXCEEDING 350 WORDS FOR DISSERTATIONS AND 150 WORDS FOR THESES WILL BE REJECTED BY PROQUEST.

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. 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, Thus, if chapter numbers in the text are numbered with Arabic numerals (1, 2, 3, etc.) then chapter numbers in the Table of Contents must also be numbered with Arabic numerals.

- Use "Chapter" and "Page" column headings to reduce repetition on the Table of Contents. See the example in Figure 4.

TABLE OF CONTENTS

Chapter		Page
I (or 1 or One)	THE PROBLEM	1
Use the same chapter numbering system here as is used in the text	Statement of the Problem	4
	Questions to be Researched	4
	Hypotheses	4
	Significance of the Problem	5
	Definition of Terms	6
	Assumptions	7
	Delimitations	7
	Limitations	7
II (or 2 or Two)	REVIEW OF RELATED LITERATURE	8
	Programming in Elementary School Guidance and Counseling	8
	Evaluation as a Component of Program Development	22
	Role of Various People in the Evaluation Process	25
	Attitudes Toward Evaluation	29
	Training of School Counselors in Program Evaluation	34
	Current Research Relating to Program Evaluation by Elementary School Counselors	41
	Survey Research	46

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.

Table		Page
1	Demographic Distribution of Survey Sample	84
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
6	Distribution of Survey Sample Reporting Reasons for	

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.

Placement of Tables and Figures

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.

References, Footnotes, and Endnotes

The style manual (APA, MLA, ACS, etc.) describes how literature is to be cited and how references are to be constructed. Accuracy and completeness are the essentials of good citations. Omission of essential information, errors in spelling names, and inaccuracies in volume numbers, pages, or dates may force the reader to do additional searching **and will reflect upon the quality of the author's work.**

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.

FINISHING YOUR DEGREE

There's more to graduating than the final defense. Be aware of the deadlines, submission guidelines, and required forms for graduation.

Instructions for Submission of Theses and Dissertations

Submitting your thesis or dissertation electronically eliminates the bound copy for the library, the plain-paper copy for ProQuest, and, in most cases, the bound copy for the department. All forms for electronic submission are available at: http://www.iup.edu/page.aspx?id=91683.

The steps in submitting electronically are:

1. Create a single PDF that is properly and completely formatted. The final PDF will have an unsigned signature page. It is optional to add the date of the defense and "Signature on File" by the committee's names before uploading the final file. Do not add a date by the Dean's name. For an example of the electronic signature page, see *Sample Pages* at http://www.iup.edu/page.aspx?id=96054.

2. Submit a signed Publishing Agreement to be kept on file in the Thesis/Dissertation Office. The Publishing Agreement is available at http://www.iup.edu/page.aspx?id=116439.

3. The Thesis/Dissertation Office will notify the Candidate if there are any required edits. These must be made before the PDF is considered to be officially accepted.

4. Submit the PDF to ProQuest at http://dissertations.umi.com/iup/ after the thesis/ dissertation has been approved by the committee and the format has been approved by the Thesis/Dissertation Office.

Publishing Agreement

This agreement grants the IUP Libraries the right to post the Candidate's dissertation on their website. Note: When submitting your thesis or dissertation to ProQuest, if you choose "Do Not Allow Search Engines," only your title page, copyright page, signature page, and abstract will be on the library website. The full text will not be available.

Signature Page

At least one copy of the signature page must be signed by the Committee Chairperson and each member of the committee. This page will be kept in the School of Graduate Studies and Research.

Survey of Earned Doctorates

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 Ph.D. graduates that can be used by universities as well as federal and state governments to make policy decisions that affect graduate education. **Only Doctor of Philosophy Candidates are asked to complete the survey.** The survey is available on the *All Forms* page at http://www.iup.edu/page.aspx?id=91683 or the University of Chicago's website http://survey.norc.uchicago.edu/doctorate/index.jsp. After completing the survey, the certificate at the end should be printed and submitted to the Thesis/Dissertation Office to indicate the SED was completed.

Timely Submission of Required Forms

As you fulfill the requirements for graduation, submit the required paperwork to the Thesis/Dissertation Office. You can submit the Publishing Agreement and Survey of Earned Doctorates (if applicable) prior to your final defense.

Acceptance of Thesis or Dissertation

The Dean of the School of Graduate Studies and Research will sign the thesis or dissertation and notify you by letter if it is acceptable. If it is not acceptable, you and the Committee Chairperson will be notified outlining the problem(s). **You must then rectify the problem(s) and if necessary, apply for the next graduation period.**

Printing and Binding Options

You have the option to print and bind your thesis or dissertation during the submission process to ProQuest. If you decide at a later date to print and bind your document, there are many companies that provide this service. We have compiled a list of several options for your convenience.

Note: IUP and the SGSR do not explicitly endorse any of the following companies:

- ProQuest   http://www.proquest.com
- Wert Custom Theses   http://www.wertbookbinding.com
- PHD Book Binding   http://www.phdbookbinding.com
- Book1One   http://www.book1one.com
- Thesis on Demand   http://www.thesisondemand.com
- Acme Book Binding   http://www.acmebook.com

Contact each company for details on printing and binding costs as well as shipping options.

APPLYING FOR GRADUATION THROUGH URSA

Graduate students are required to apply for graduation by the established deadlines. The graduation application process is an online function at http://www.iup.edu/ursa.

Application Deadlines

The deadlines to apply for graduation are:

- May Graduation: Apply by May 1st
- August Graduation: Apply by August 1st
- December Graduation: Apply by December 1st

Steps to Apply Online

1. At the URSA homepage, log into the secure area. When prompted to enter your user ID, enter your IUP student ID number. Enter the @ symbol before you enter the number.

2. Enter your PIN.

3. Select Student Services and Financial Aid, then Academic Records, then Apply for Graduation.

4. Your IUP official academic record will display your name, IUP ID number, and Program of study. **It is important that you check this information carefully, for if a program of study is incorrect, your graduation checkout will be affected.** (If your program is incorrect, you must contact the School of Graduate Studies and Research office).

5. Your diploma will bear your **full legal name** in accordance with the PA State System of Higher Education Board of Governors' Policy. Your diploma name will be the same as your transcript name in URSA, which is the same format you used when you applied to the School of Graduate Studies and Research.

6. You must select a graduation date. Note that the online graduation application can only be used until the graduation application deadline. After the deadline date, the online program is not active. If you are applying after the deadline date, you must contact the School of Graduate Studies and Research to petition for permission to graduate.

7. Place the cursor into the address box and type in the address to where you want your diploma sent after you are cleared for graduation. Please note that whatever address you enter here has no impact on the address(es) IUP currently has on record for you. This diploma mailing address does NOT update any address you have with the university. This is strictly for mailing your diploma.

8. Double check all the information you have entered, and if you are satisfied it is correct, click on the gray "Submit" button.

9. The information you have entered will display. Any time you come back to check this "Apply for Graduation," the information you have entered will display. You can NOT update this information online. If you have any corrections after you have submitted your information, you must complete a Change to Online Graduation Application form and submit it to the School of Graduate Studies and Research in Stright Hall.

10. Go to the link containing information regarding graduation for the date for which you are planning to graduate. You should refer to this graduation information and be watchful for other information to be mailed to you.

11. Log out of URSA.

RESEARCH TOPIC APPROVAL FORM

Banner ID#   @ <u>01233456</u>

Name: <u>Laura Newson</u>

Address: <u>210 South Tenth St.</u>

City, State, Zip <u>Indiana, PA 15701</u>

Phone Number: <u>724-357-2224</u>   E-Mail: <u>student@iup.edu</u>

When this form has been returned to the Thesis/Dissertation Office in the Graduate School (120 Stright Hall), and after IRB or IACUC approval, if needed, the Assistant Dean will notify the student that the research proposal has been approved. **The student cannot begin thesis/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.** If RTAF approval is marked "conditional pending outside reader approval," the student may commence thesis/dissertation research but CANNOT defend or graduate until the outside reader is approved.

PLEASE NOTE: IF CHANGES OCCUR, EITHER IN COMMITTEE MEMBERSHIP OR TOPIC, A NEW FORM MUST BE COMPLETED AND APPROVED.

<u>**SECTION I**</u>. (To be completed by the student)

■ Thesis   ☑ Dissertation

Department: <u>Psychology</u>

Degree: <u>PsyD</u>

Title of Study: <u>Routine Activities of Mental Health Workers and Patterns of Criminal Victimization</u>

ATTACH TO THIS FORM A **BRIEF 1-2 PAGE SUMMARY** OF YOUR RESEARCH TOPIC, including the method of study you expect to use, materials and equipment you will need, and an estimated time frame to complete each step of the process.

Check which one of the approved style manuals you will be using:

- ■ American Chemical Society, *The ACS Style Guide*, Third Edition
- ■ American Mathematical Society, *AMS Author Handbook*
- ☑ American Psychological Association, *Publication Manual,* Sixth Edition
- ■ American Sociological Association, *ASA Style Guide,* Fourth Edition
- ■ Council of Science Editors, Inc., *Scientific Style and Format,* Seventh *Edition*
- ■ Modern Language Association, *MLA Handbook…Research Papers*, Seventh Edition
- ■ Society for American Archaeology, *American Antiquity Editorial Policy, Information for Authors, and Style Guide*
- ■ Turabian, *A Manual for...Theses, Dissertations*

Signature of Student <u>*Must be Original Signature (No photocopies or digital signatures)*</u>

Date: <u>07/01/2012</u>   Anticipated Graduation Date: <u>May 2015</u>

SECTION II. **(To be completed by thesis/dissertation committee and pertinent university administrators)**

Having affixed my signature below, I hereby approve the research proposal and agree to serve on the above student's thesis/ dissertation committee (3 to 5 faculty on the committee).

For non-PASSHE faculty committee members, attach a copy of the request for APSCUF approval written by either the department chair or the graduate coordinator.

07/01/2012   Dr. John Smith   Must be Original Signature (No photocopies or digital signatures)
(Date)   (Typed or printed name and signature of Committee Chairperson)

07/01/2012   Dr. Jane Doe   Must be Original Signature (No photocopies or digital signatures)
(Date)   (Typed or printed name and signature of Committee Member)

07/01/2012   Dr. Susan Clark Must be Original Signature (No photocopies or digital signatures)
(Date)   (Typed or printed name and signature of Committee Member)

_____ _____
(Date)   (Typed or printed name and signature of Committee Member)

_____ _____
(Date)   (Typed or printed name and signature of Committee Member)

College Approvals: (To be completed by Graduate Coordinator) 12   Number of credits required by department for this thesis or dissertation. This number will be entered into the database and will determine when the chairperson can receive compensation for chairing the thesis or dissertation.

  Must be Original Signature   **Graduate Coordinator**   Date   07/16/2012
(Department Chairperson may sign in the absence of Graduate Coordinator)

   07/18/2012   *Date transmitted to College Dean's Office*

_____As Dean of the College, I will serve on the above committee.

_____As Dean of the College, I hereby appoint the following person to serve on the committee as my representative:
                        Name: _____

        X   I choose neither to serve on the committee nor to appoint a representative.

   Must be Original Signature   **Dean of the College**   Date   07/23/2012

School of Graduate Studies & Research Approval:

Signature   Must be Original Signature   Date   08/15/2012
             Assistant Dean for Research

IRB Review Required: X   Yes _____No
   Date Protocol Received   07/16/2012   Date of Approval   08/13/2012

Animal Care Review Required: _____Yes _____No
   Date Protocol Received _____   Date of Approval _____

Earliest date for Candidate's graduation: May 2015

Title: Routine Activities of Mental Health Workers and Patterns of Criminal Victimization

Brief Summary of Research Topic & Methods

The National Crime Victimization Survey for 1992-96 found that over two million violent victimizations occurred each year to persons in the U.S. while they were at work (Warchol, 1998). While violence in the workplace has become an issue of great concern, empirical studies to date are limited (Labig, 1995; Madriz, 1996; Nigro & Waugh, 1996). The purpose of this study is to add to the current body of knowledge by gaining a better understanding of violence in the workplace. Specifically, this study will examine the routine activities of employees who work in the field of mental health and the subsequent role that their routines may play in varying patterns of criminal victimization. The research will focus on a particular type of workplace violence, that is, violence caused by clients (Capozzoli & McVey, 1996; Peek-Asa, Schaffer, Kraus, & Howard, 1998).

Routine Activities Theory (Cohen & Felson, 1979) will be used as the theoretical framework of this study. As stated previously, the research will involve an examination of the day-to-day work activities of mental health workers and the subsequent role that their routines may play in varying rates of criminal victimization. The study will be primarily quantitative and data will be collected via a questionnaire. The sample will be comprised of mental health workers who work in outpatient services and have direct contact with mentally ill clients. In addition, the research will also include a small qualitative component involving short interviews conducted with employees, observations at various research sites, and document analysis. The qualitative component will supplement the quantitative portion, and will provide detailed, background information.

Materials & Equipment – No special materials or equipment except for the data collection

instruments.

Time Frame

    (1) Submit proposal–February 2013
    (2) Defend proposal & submit IRB protocol–March 2013
    (3) Data collection–Begin April 2013
    (4) First draft of dissertation–December 2013
    (5) Defend dissertation–February 2014
    (6) Submit final dissertation–April 2014

References

Capozzoli, T., & McVey, R. S. (1996). *Managing violence in the workplace.* Delray Beach, FL:

St. Lucie Press.

Cohen, L., & Felson, M. (1979). Social change and crime rate trends: A routine activity

approach. *American Sociological Review, 44*(6), 588-608.

Labig, C. (1995). *Preventing violence in the workplace*. New York: Amacom.

Madriz, E. (1996). The perception of risk in the workplace: A test of routine activity theory.

Journal of Criminal Justice, 24(5), 407-412.

Nigro, L., & Waugh, W. (1996). Violence in the American workplace: Challenges to the public

employer. *Public Administration Review, 56*(4), 326-333.

Peek-Asa, C., Schaffer, K. B., Kraus, J. F., & Howard, J. (1998). Surveillance of non-fatal

workplace assault injuries, using police and employers' reports. *Journal of Occupational*

and Environmental Medicine, 40(8), 707-717.

Warchol, G. (1998). *Workplace Violence, 1992-1996* (NCJ Publication No. 168634).

Washington, DC: Bureau of Justice Statistics.

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 2012

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

August 2013

Note: This page is optional.

© 2012 John Henry Doe

All Rights Reserved

ii

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

We hereby approve the dissertation of

John Henry Doe

Candidate for the degree of Doctor of Philosophy

_____   _____

John H. Smith, Ph.D.
Professor of English, Advisor

_____   _____

Mary Beth Jones, D.Ed.
Professor of English

_____   _____

William S. Thomas, M.S.
Professor of English

ACCEPTED

_____   _____

Randy L. Martin, Ph.D.
Dean
School of Graduate Studies and Research

Note: This is page ii if a copyright page is not included.

iii

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

We hereby approve the thesis of

John Henry Doe

Candidate for the degree of Master of Science

_____

John H. Smith, Ph.D.
Professor of Biology, Advisor

_____

Mary Beth Jones, D.Ed.
Professor of Biology

_____

William S. Thomas, M.S.
Associate Professor of Biology

ACCEPTED

_____   _____

Randy L. Martin, Ph.D.
Dean
School of Graduate Studies and Research

Note: This is page ii if a copyright page is not included.

iii

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.

iv

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.

v

TABLE OF CONTENTS

> **Note: Chapter numbers in the Table of Contents must agree with the chapter numbers in the text. If they are Arabic (1, 2, 3) in the text, they must be Arabic in the Table of Contents.**

LIST OF TABLES

LIST OF FIGURES

SAMPLE PERMISSION LETTER

[Letterhead stationery or return address]

[Date]

[Name and address of addressee]

Dear _____:

[Optional beginning sentence: This letter will confirm our recent telephone conversation.] I am completing a [masters thesis or doctoral dissertation] at Indiana University of Pennsylvania entitled "_____." I would like your permission to use [describe what you would like to use...for example excerpts, survey questions, etc] for my research and to reprint in my dissertation/thesis the following:

[Insert full citation and description of the original work.]

The excerpts to be used and reproduced are: [insert detailed explanation or attach copy].

The requested permission extends to any future revisions and editions of my dissertation, including non-exclusive world rights in all languages, and to the prospective publication of my dissertation by UMI. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these arrangements meet with your approval, please sign this letter where indicated below and return it to me in the enclosed return envelope. Thank you very much.

Sincerely,

[Your name and signature]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

_____
[Type name of addressee below signature line]

Conditions, if any: _____

Date: _____

This page left intentionally blank

Thesis-Dissertation Manual - Effective 08/01/13