



WCU Graduate Thesis Guide

*7th Edition
October 2010*

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GRADUATE SCHOOL & RESEARCH



INTRODUCTION

The *Guide to Preparing Graduate Theses 7th Edition* provides instructions and regulations for completing all Master's theses and thesis-exhibitions at WCU. This new edition replaces all guides and templates previously released by the Graduate School.

Doctoral Dissertations:

Please note that this guide does not give rules for doctoral dissertations. Doctoral candidates should consult the *Ed.D. Handbook*, available from the Department of Educational Leadership and Foundations.

All students preparing a thesis must conform to the rules explained here for the abstract, format, arrangement of contents, submission, and approval of thesis documents.

The Graduate School urges students and their directors to *follow this guide throughout the thesis process*. Doing so will save everyone time and effort. If in doubt about anything in this guide, consult your thesis director or the Graduate School; do NOT use old theses, from any school, as a template.

In addition to the regulations here, you should also be familiar with any departmental requirements, such as prerequisites and citation formats.*

Final responsibility for the format and content of any thesis remains with the student.

***Do NOT submit a thesis to the Graduate School
until you read this guide!***

*You must use the formatting guidelines in this guide for page numbers, headings, and margins. If there is no applicable rule in either this guide *or* your discipline guide, follow APA rules.

TABLE OF CONTENTS

1. Before You Begin	1
1.1 Prerequisites	1
1.2 Your Committee	2
1.3 Institutional Review Board (IRB) Forms	2
2. The Abstract	3
2.1 Requirements	3
2.2 Approval	4
3. Preparing the Thesis	5
3.1 Software Capabilities and Pre-formatting	5
3.2 Software Tips for MS Word Users	6
3.3 Arrangement of Contents	7
3.4 Formatting Guidelines	8
3.4.1 General Rules	8
3.4.2 Section Rules	9
3.4.3 Pagination	11
3.4.4 Special Materials	12
4. Defending and “Printing”	13
4.1 Oral Defense and Signatures	13
4.2 Evaluation of Thesis	13
4.3 Electronic Submission and Binding	14
4.3.1 Embedding Fonts and Preparing the Digital Manuscript	15
4.3.2 File Conversion	15
4.3.3 Submitting Your Thesis Online	16
4.3.4 Approval and Clearance to Graduate	18

APPENDIX A: Thesis Check Sheet	19
General Issues Checklist	19
Formatting Checklist	20
General Document	20
ALL PAGES	20
Title Page	20
Acknowledgements (optional)	20
Table of Contents	20
Lists of Tables, Figures, Abbreviations	20
Abstract	20
Body Text	20
Works Cited and Appendices	20
 Appendix B: Online Submission Check Sheet	21
BEFORE submitting online:	21
Submit Online:	21
AFTER submitting online:	21
 Appendix C: Style Guides by Discipline	22
 Appendix D: Guide for Thesis Directors	23
 Appendix E: Sample Thesis Pages	26
{SAMPLE APPROVAL PAGE}	28
{SAMPLE TITLE PAGE}	29
{SAMPLE ACKNOWLEDGEMENTS PAGE}	30
{SAMPLE TABLE OF CONTENTS PAGE}	31
{SAMPLE LIST OF TABLES PAGE}	32
{SAMPLE ABSTRACT PAGE}	33
{SAMPLE BODY PAGE}	34

1. Before You Begin

Writing a thesis can be an intimidating process, so be sure you *follow this guide at all times*.

1.1 Prerequisites

Every department is different. *Before you begin any thesis work*, consult your advisor or program director about the following questions:

- *Should I write a thesis?*
Theses are not required of all Master's candidates. It is an incredibly rewarding process, of course, so if you would like to take this option, be sure you are ready. Discuss the process with mentors and friends and be realistic.
- *Are there prerequisites?*
Most departments require specific courses, exams, or approvals before students can register for thesis credit.
- *What are the major deadlines?*
Proposals, the Graduate School abstract, defenses, and final drafts must be completed on a timeline. Familiarize yourself with these deadlines at least one semester beforehand, if not sooner.
- *What are the rules in my discipline?*
Learn the citation and style guidelines for academic writing in your field. See Appendix C for a complete list.
- *What are the limits on my topic?*
Determine whether your research will be limited by IRBs (see Section 1.3: Institutional Review Board), geography, or other practicalities. Not all theses are workable, especially if you have pressing deadlines.
- *Who will direct me?*
Your committee members will be your closest allies in this process; choose wisely. (See Section 1.2: Your Committee)

1.2 Your Committee

Your thesis committee is extremely important to the success of your thesis. Be sure to select faculty with whom you want to work closely.

Choose a director (and members) who will be accessible to you at all times throughout the *entire thesis process*, including your defense and printing. If any member of your committee is planning to be absent from campus or otherwise indisposed in the coming semesters, *plan ahead*; you never know when you'll need advice or a signature.

Discuss your goals and the direction of your research with your director. He/she will formally nominate the other members (usually two) of your committee. You may have additional committee members if needed.

The Dean of Graduate School and Research confirms the eligibility of the faculty nominated to your committee. The Dean's office will notify you, your committee members, your department head, and your program director when your committee is approved.

*Have a committee in place **before** beginning any research.*

Special information for thesis directors is provided in Appendix D.

1.3 Institutional Review Board (IRB) Forms

If you are conducting research involving humans or any other live vertebrates, you **must** submit protocol(s) and IRB forms to the Graduate School and Research office before your thesis abstract can be approved and *prior to beginning your research*.

IRB instructions and forms can be found at <http://www.wcu.edu/6801.asp>. Your thesis director will be your best guide when filling out these forms. Approval of IRB forms may take up to two weeks.

2. The Abstract

An abstract is a **summary** (one to five pages and a list of references) of the thesis you plan to write. When you submit an abstract, you are asking permission to complete a project that will be officially recognized and housed by WCU.

Your committee and department head will read your abstract and determine whether your work should proceed. It will then be sent to the Graduate School for approval. Once approved, the abstract will stay on file with the Graduate School and your committee until your thesis is completed.

AFTER the abstract is approved, you may register for thesis credit for the following semester. Do not register for thesis credit until you have an approved abstract.

Students conducting research involving humans or any other live vertebrates must submit their protocol(s) to the Graduate School BEFORE the abstract can be approved and prior to initiation of research. See Section 1.3 for information on the “IRB.”

Note: Requirements for abstracts differ for some programs. For example, you may have to pass comprehensive exams before you can propose a thesis. For more information, consult your director.

2.1 Requirements

Your abstract should be a cogent and concise statement of the project or major problem of research. It should be double spaced, follow appropriate publication style and documentation rules (APA, MLA, etc.—see Appendix B), and be free of grammatical errors. Limit your abstract to one to five pages long, *not* counting the list of references.

The statement should include:

1. A tentative title
2. An explanation of the current state of scholarship on your topic
3. An explanation of the methodology and/or unique approach you will use
4. A tentative summary or outline of the proposed body text
5. A tentative list of sources (approved and checked by your director)
6. A signed Thesis Abstract Form (see “Approval” below).

Note: Abstracts for creative theses, MFA shows, or other unique projects may differ in their approach or scope if necessary.

2.2 Approval

After your thesis director and committee decide your abstract is complete, you should submit one copy with signed abstract cover sheet to the Graduate School *no later than **four weeks** prior to the end of the semester (refer to the Academic Calendar for specific deadlines)*. The *Abstract Cover Sheet* can be downloaded from the Graduate School website at <http://www.wcu.edu/1169.asp>.

Your director will ensure that the abstract is officially submitted for approval and signed by your thesis director, all committee members, your department's graduate director, the head of your department, and the Dean of Graduate School and Research.

You will be notified when your abstract has been approved and receive a signed copy for your records.

You may only *register for thesis credit* for the following semester **AFTER** your abstract has been approved.

3. Preparing the Thesis

Many students find that the most difficult part of writing a thesis is dealing with file transfers, formatting, and other electronic woes. You can eliminate most problems by learning the formatting rules early and simplifying your layout and structure.

Read this section BEFORE you begin writing your thesis.

3.1 Software Capabilities and Pre-formatting

Familiarize yourself with *recent versions* of Microsoft Office (MS) programs, especially Word. While the Graduate School does not endorse or recommend any brand of software, most students find it easiest to use these programs. In particular, make sure you understand the following functions:

- ✓ Tabs and tab “leaders” (especially for the Table of Contents)
- ✓ Headers and footers
- ✓ Pagination
- ✓ Sections and section breaks
- ✓ Rulers
- ✓ Show/Hide Characters button (“¶” on the toolbar)

Knowing how to use the functions above will save you hours of work and frustration.

Perhaps even more important are the functions you should NOT use. Unless you are *extremely* proficient with the software, we recommend that you severely limit (or turn off) the following tools:

- ✗ AutoCorrect and AutoFormat
- ✗ Preformatted headings, themes, or templates

These functions are the primary culprits when you have trouble with numbered lists and unwanted changes to headings and titles.

Above all, remember that the final draft of your thesis must ultimately be ***ONE electronic file***. Multiple files for each chapter are fine for now, but keep any formatting *as simple as possible* so you can combine chapters/files easily after you defend. When you have finished your thesis, see page 20 for more information.

3.2 Software Tips for MS Word Users

Here are a few more tips to help you with file and document management. See section 3.1 and 4.3 for more information on software.

BEFORE starting a new document:

- Select “Print Layout” under the View tab to see how your document will look when printed.
- Set page margins according to the rules in this guide.
- The default tab setting in MS Word is ½”. ***Do not change this setting.*** All tabs and indentations in your thesis must be ½”.
- Keep rulers (found under the View tab) visible at all times.
- Turn on AutoSave and save your document at regular intervals. Keep backup copies of everything.
- You may wish to turn OFF the “AutoFormat” function (found under Tools). This will stop MS Word from automatically changing headings and numbering as you type.
- Do not pre-format or paginate chapters or sections.

DURING the writing of your document:

- For now, save the separate sections of your thesis (individual chapters, etc.) in separate files. Use distinct file names, including a notation about the date or draft number.
 - e.g. Chap1-Intro-vers2.doc
- Use the ***tab key*** (default setting to ½”), ***NOT*** the space bar, to indent all paragraphs or tab any text.
- Be familiar with the Show/Hide Characters function (“¶”) on the toolbar. This tool toggles on and off, and shows hidden errors in spacing and format.
- Use Symbols and Special Characters (under the Insert tab) for foreign languages and special punctuation.

AFTER writing your document:

- When your thesis is *completely finished* (after you have defended), combine your separate files into one master file.
- Prepare your abstract, Table of Contents and other “front matter” according to the rules and samples in this guide. (See Section 3.4: Formatting Guidelines and Appendix E.)

- *Insert a section break between the end of the front matter and the body of your thesis.* This will allow you to put page numbers in the body of the text and make sure they continue from the previous section. (See Section 3.4: Formatting Guidelines)
- *Paginate your thesis last,* and then complete your Table of Contents. Be sure you have followed all formatting rules before submitting to the Graduate School.

3.3 Arrangement of Contents

Your thesis must include the following sections ***IN THIS ORDER***:

1. Title Page (required; with optional copyright)
2. Acknowledgements (optional)
3. Table of Contents (required)
4. List of Tables (required - if tables used)
5. List of Figures (required - if figures used)
6. List of Abbreviations or Symbols (if used)
7. Abstract (required)
8. Body (required - pagination begins here—see Section 3.4.3)
9. References/Bibliography (required)
10. Appendices (optional)

Information on each of these sections begins with Section 3.4.2.

3.4 Formatting Guidelines

3.4.1 General Rules

Your *entire thesis* must conform to these rules:

- Margins** Top, Bottom, and Right: one inch (1").
Left: ***one and a half inches*** (1½").
- Font** Times New Roman or Arial ONLY. 11 or 12 point font ONLY. All text must be the ***same font and size***, including page numbers.
- Text** Double space body text. (Exceptions apply for title page, Table of Contents, footnotes, and other special text.) Do NOT justify the text. Tabs should be set at ½". New paragraphs must be indented ½". ***All text must be in black ink.***
- Chapters** Each major section/chapter of the thesis must begin on a new page. Do not insert blank sheets between sections/chapters.
- Chapter Titles** CAPITALIZE and CENTER. Do not bold or underline chapter titles. Insert at least two blank lines between titles and body text. (Sub-headings within chapters should follow the style guide in your discipline—see Appendix C.) See sample in Appendix E.
- Pagination** Page numbers must appear in the ***upper right hand corner, ¾" from the top of the page.*** For detailed rules, see 3.4.3: Pagination.
- Tables/Figures** Tables and figures must not exceed margins (see above). All tables/figures must be ***numbered and labeled*** according to discipline guidelines (see Appendix E). If they are not original, you must cite them and comply with PROQUEST/UMI's copyright rules. Extensive tables/figures should appear at the end of the chapter or in an appendix. For more information, see 3.4.2: Section Rules.

3.4.2 Section Rules

Individual pages and/or sections of the thesis must follow the rules below, as well as the “General Rules” (3.4.1). Samples of these sections are provided in Appendix E.

Approval Page (required):

Follow the sample and information in Appendix E. Take a blank approval sheet to your defense; have your committee sign in ink.

Title Page (required):

Follow the sample in Appendix E. The title should be in all caps and centered. Use your **full name** in the byline. The title page technically counts as page “1” of the thesis, but **no number should appear on the page**.

Copyright (optional – program specific):

This is optional. Most Master’s students do not need to copyright their theses, though some exceptions apply. Ask your director for advice. If you plan to copyright your thesis, you must include a copyright on the TITLE PAGE.

Acknowledgements (optional):

This page is optional, but most students choose to acknowledge their committee and others who assisted with the thesis. Follow the sample in Appendix E, and remember to keep your language formal.

Table of Contents (required):

This table is extremely important, and MUST be accurate. All titles, subheadings, and page numbers must correspond **exactly** to the body of the thesis. **Single space the table.** Use **tab leaders** between titles and page numbers. For best results, wait until your thesis is totally completed before writing the Table of Contents. Follow the sample in Appendix E, and see the “General Rules” (3.4.1).

List of Tables (required – if tables used in thesis):

“Tables” are tabulated numerical data used in the body of the thesis (or appendix). If you have tables in the body of your thesis, you must create an accurate master list. For more information on tables, see section 3.4.3: General Rules. Follow the sample in Appendix E.

List of Figures (required if figures used in thesis):

“Figures” are any non-textual materials, such as illustrations, charts, graphs,

maps, photographs, drawings, diagrams, musical scores, etc. If you have figures in the body of your thesis, you must create an accurate master list. For more information on figures, see the “General Rules” (3.4.1). Follow the sample in Appendix E.

List of Abbreviations/Symbols (optional):

If you use abbreviations or symbols frequently, you should create a master list. Ask your director whether you need this list.

Abstract (required):

Consult with your director about how to write the abstract—a short (approximately 250 to 500 words) summary of your thesis. This abstract should reflect the changes made since your original abstract. Follow the sample in Appendix E to format your abstract. You will also have to submit this to PROQUEST/UMI (see Section 4.3: Electronic Submission).

Body (required):

The body of the thesis must follow the “General Rules” (3.4.1).

Bibliography/Works Cited (required):

Citations must follow discipline guidelines—see Appendix C for a full list. Your director must check your references.

Footnotes/Endnotes (required by certain disciplines/styles):

If used, endnotes and footnotes should be formatted according to the appropriate discipline guide or style manual. (See Appendix C.) Footnotes should appear on the same page as the referenced body text.

Appendix (optional):

Appendices, if used, must follow the same rules as body text. If tables or figures are used, follow the rules in this guide and guidelines in your discipline.

If the rules in this guide conflict with those in your discipline, follow WCU rules. If there is no applicable rule in either this guide or your discipline guide, follow APA rules. See Appendix C for more information.

The easy-to-use *Check Sheet in Appendix A* will help you follow all the rules in this section.

3.4.3 Pagination

Page numbers must appear in the *upper right hand corner of all body text*, $\frac{3}{4}$ " from the top of the page. Use Arabic numerals (1, 2, 3, etc.).

Page numbers do NOT appear on the title page, Table of Contents, or any other front matter, but *these pages do count*. Page numbers only appear in the BODY of the thesis.

The first page of your thesis (the Title Page) is page 1, but no number appears. The first page of the body of your thesis *does* have a number in the top corner. That number is, obviously, higher than 1, and pagination continues from there on. See the sample in Appendix E.

	Counts towards pagination	Counts As Page Number	Print Page Number on Page(s)	What shows in the document
Example 1				
Approval Page	N	n/a	N	
Title Page	Y	1	N	
1-page Table of Contents	Y	2	N	
1-page abstract	Y	3	N	
First page of body (first chapter or intro)	Y	4	Y	4
Example 2				
Approval Page	N	n/a	N	
Title Page	Y	1	N	
2-page Acknowledgements	Y	2 & 3	N	
1-page Table of Contents	Y	4	N	
1-page abstract	Y	5	N	
First page of body (first chapter or intro)	Y	6	Y	6

Use *consecutive* Arabic numerals throughout; do not restart numbering at the beginning of sections/chapters. Continue pagination through the bibliography and any appendices—these count as body text.

BEFORE you paginate your thesis, consult the section on pre-formatting, (3.1). This will help you understand the process better.

3.4.4 *Special Materials*

Photographs:

Photographs/pictures are considered “figures” and should follow the rules for figures explained in this section, including labeling. If any pictures are not your original material, you must follow PROQUEST/UMI copyright rules (www.etsdadmin.com/wcu Resources and Guides -> Copyright and your thesis) for reprinting.

File type: jpeg is recommended. .gif and .tif files are also acceptable.

Recordings and Others:

Musical or sound recordings, electronic slideshows, and other special materials that are not part of the thesis document should be downloaded separately when the thesis is submitted to the Graduate School. Any visual/sound file that is not original material must follow PROQUEST/UMI copyright rules (www.etsdadmin.com/wcu Resources and Guides -> Copyright and your thesis).

File types:

Video: mpeg is recommended. .avi and .mov (Apple) are also acceptable.
Audio: wav is recommended. .aif, .midi, and .snd are also acceptable.

Oversized Materials, Slides, and other Special Cases

The use of non-electronic slides or special printouts is not recommended. If you have unusual materials or circumstances that cannot be reproduced electronically, consult with your thesis director.

For more information on how to include media files with the final thesis you submit to the Graduate School visit ProQuest/UMI (www.etsdadmin.com/wcu Resources and Guides -> Including supplementary digital materials).

Do not embed media files in the final PDF version of your thesis.

4. Defending and “Printing”

After you complete your thesis, you may find the defense and printing process stressful. In order to avoid mistakes and delays, read this entire guide *as early as possible*.

4.1 Oral Defense and Signatures

Your director will notify you when you are ready to defend your thesis, and he/she should schedule your defense before the deadline noted in the Academic Calendar. Ask your director for help in preparing for your defense.

Before you go to your defense, prepare a blank *Approval Page*. (You may wish to prepare an extra copy, just in case.) Be sure to compare your page to the sample in Appendix E. Take them with you to the defense. After your successful defense, ask your committee to sign their approval.

Send your signed approval sheet to the Graduate School.

Your thesis director should grade you for your thesis credit and remove “IP” grades after your successful defense. (Directors, see Appendix D: Guide for Thesis Directors)

For more information on your thesis defense, consult with your director. See the following sections for information on what to do after you defend.

4.2 Evaluation of Thesis

Once you have defended successfully, your final, formatted thesis must be submitted electronically to the Graduate School via ProQuest/UMI at www.etsadmin.com/wcu.

You cannot graduate until your final thesis is approved by the Graduate School and is submitted successfully for cataloging and printing.

Do NOT submit your thesis to the Graduate School until it is finished, defended, and formatted according to the rules in this guide.

Format your final thesis according to the rules in this guide, and then check it using the Check Sheet in Appendix A.

At least four weeks before graduation (see Academic Calendar for deadlines), submit your completed, defended thesis to PROQUEST/UMI Publishing (see section 4.3 for details). Your thesis will be checked against the rules in this guide. If there are errors in your thesis, you will be asked to correct them and re-submit.

Make only the corrections requested by the Graduate School. Do NOT make content changes to your thesis at this time, even if your director tells you to do so.

When your final thesis is approved as above, the Dean of Graduate School and Research will sign your approval page and we will update your student record to reflect that the thesis requirement is complete.

See the following section for instructions on completing this process.

4.3 Electronic Submission and Binding

In order for your final thesis to be approved by the Graduate School, you must submit a Portable Document Format (PDF) version to the Graduate School (via PROQUEST/UMI Publishing www.etsadmin.com/wcu) and you must purchase one bound hard copy from ProQuest/UMI Publishing for WCU's Hunter Library. This submission must follow all the rules in this guide.

The Graduate School now requires Electronic Theses and Dissertations (ETDs) instead of printed copies. Some advantages of ETDs over hard-copy manuscripts include:

- Ease of use;
- Simplified approval and printing processes;
- Broader exposure for your research;
- The ability to link directly to your thesis from your homepage and/or electronic CV;
- Professional development experience as you learn the basic skills of scholarly publishing in an electronic format;
- The option to have your thesis accessible to any potential reader at any time.

*Beginning in Fall 2010, all theses will be archived through ProQuest and the North Carolina Online Collection of Knowledge and Scholarship (NC DOCKS).

After you have prepared and defended your thesis *according to the guidelines in this manual*, submit your thesis online as directed below.

4.3.1 *Embedding Fonts and Preparing the Digital Manuscript*

Make sure all your fonts are embedded fonts (Times New Roman or Arial 11 or 12 pt). Manuscripts without embedded fonts can cause all punctuation and formatting to disappear when the document is printed from the digital file, and causes delays in the online publishing process.

The manuscript will be submitted as:

- Adobe PDF file
- NO compression
- NO password protection

For a complete description of preparing the digital manuscript and embedding fonts, see www.etsadmin.com Resources and Guidelines.

4.3.2 *File Conversion*

Read the ProQuest/UMI Formatting Requirements available under Resources and Guidelines at www.etsadmin.com/wcu.

Before beginning the submission process, you should combine the text of your thesis into *one document* and convert it into *one* PDF file. You have a few options here. Visit Creating PDFs under Resources and Guidelines at www.etsadmin.com/wcu.

If you have access to the required software (a full version of Adobe Acrobat, for example) and are familiar with the process, you may convert the file yourself.

Other options include having one of the computer labs on campus convert your file for you, or visiting www.etsadmin.com/wcu, under Resources and Guidelines which offers online conversion of up to five files per registered account, as well as extensive information about what you will need to submit your thesis electronically. If you are having difficulty with the electronic formatting of your thesis, you may also contact Sue Grider in the Coulter Faculty Commons at 828-227-2279 or at sgrider@email.wcu.edu for assistance.

4.3.3 Submitting Your Thesis Online

Before you submit your thesis online to the Graduate School, be sure you can answer “Yes” to all these questions:

- Do you have an abstract of your thesis to upload?
- Have you created a PDF version of your full, defended thesis?
- Have you properly saved/converted any additional files or special materials (see pages 3.4.4 and 4.3.2)?
- Have you consulted PROQUEST/UMI’s copyright rules (www.etsadmin.com/wcu Resources and Guidelines) regarding your use of pictures, recordings, and long quotations of others’ work?
- Have you discussed with your director whether you should copyright your thesis? Have you discussed the “open” and “traditional” options for your published thesis? (see #6 below)
- Have you discussed with your director whether you will need more than one bound copy of your thesis?
- Do you have a credit or debit card close at hand?

If you answered “Yes” to all of these questions, create a new user account and submit your thesis online:

1. Go to the WCU Graduate School’s website and follow the links to online submission, or go to www.etsadmin.com/wcu.
2. Click Submit My Dissertation/Thesis.
3. Click Create an Account and follow the instructions from there.
4. You will be sent an email to confirm your account. After clicking the link in your email, you will be directed back to the PROQUEST/UMI website to complete your registration.
5. Read “Before You Begin” and click Continue at the bottom of the page.
6. Choose a Publishing Option and agree to the Publishing Agreement:
 - a. Traditional: thesis sales eligible for royalties but not available via the internet – the Graduate School recommends this option-**No student fee required.**
 - b. Open Access: no royalties but thesis available free to all via the internet (including search engine access)-**Student pays required fee.**
 - c. Do *not* select delayed publishing.

7. Fill out all required information and continue to the page where you upload your thesis.
 - a. The “Details” page will require you to upload an abstract
8. Upload Information:
 - a. Before you upload your thesis, make sure it conforms to the rules in this guide. *Your entire thesis must be one PDF document.*
 - b. In some cases, you may have additional files to submit, such as concert recordings, slideshows, etc. You may upload them on the “Supplemental Files” page. **Do not embed media files** (sounds, slideshows, etc.) in your thesis.
 - c. Any pictures, recordings, or other materials in your thesis that are not your own originals must follow PROQUEST/UMI’s copyright rules.
 - d. Permission forms for reprinting copyrighted material must be uploaded on the “Supplemental Files” page.
9. If you wish to copyright your thesis, you may elect to register it at this time. *There is a fee for this service.* It is not always necessary for Master’s students to copyright their theses. **Talk to your director** before you decide on “open” and/or “traditional” access and any other publishing issues.
10. **Order Copies**
 - a. You must purchase a bound (Hardcover) 8½” x 11” copy of your thesis for Hunter Library from ProQuest. This copy is automatically listed on the order form.
 - b. Your department may require an additional copy or copies; check with your director before you go any further. You may purchase additional copies through ProQuest or you may contact Hunter Library regarding bound copies *at the time of submission*. Hunter Library will bind copies of your approved thesis for a reduced binding/processing fee. **You must supply the copies to Hunter Library to bind.** Please contact Hunter Library for more information.
 - c. If you wish to order additional copies for yourself or others, you can do so from ProQuest now or later. If you are having copies bound through Hunter library, you must do so at this time.
11. Review your order and fill in your payment information. Review your entire submission, and print the page for your records when you are finished.

4.3.4 Approval and Clearance to Graduate

You will immediately receive an email verifying your submission. The Graduate School is also notified via email of your submission.

The Graduate School *must approve the thesis* before it can be published in the ProQuest/UMI database.

After your thesis has been reviewed, you will receive an email regarding the Graduate School's approval or denial of your submission. You will be notified of any changes that must be made.

- Log in to your PROQUEST/UMI account
- Go to "Revise Submission".
- *Submit your changes as directed.*

After all changes and verifications are complete, your thesis should be available online in WCU's database within 8–12 weeks: <http://library.wcu.edu/>.

If you have additional questions that are not answered here, please visit the PROQUEST/UMI site (www.etsd.admin/wcu) and visit Support & Training or Resources & Guidelines.

Once the final, approved version of your thesis has been submitted, paid for, and approved by the Graduate School, you are clear to graduate (upon completion of all other university and programmatic requirements).

- You must apply for graduation for the semester you wish to graduate.
- You must be enrolled at WCU in the semester in which you graduate.
- See your program director for details regarding application for graduation and continuing enrollment.

One bound copy will be sent directly to Hunter Library. If you ordered extra copies through ProQuest, these will be mailed directly to you. It is your responsibility to deliver copies required by other people or departments (such as your academic department or thesis advisor). Please check with Hunter Library for delivery of copies submitted to them for binding.

APPENDIX A: Thesis Check Sheet

General Issues Checklist

Be sure you answer YES to all the questions below, and follow the Format Checklist on the following pages before you submit your final thesis to the Graduate School.

1. Have you successfully defended your thesis?
 Yes No
2. Have you read and followed the Graduate School's Thesis Guide?
 Yes No
3. Has anyone besides you checked this final draft for spelling/grammatical errors?
 Yes No
4. Have you used the citation style specified by your department (Appendix C)?
 Yes No
5. Has your director checked your references?
 Yes No
6. In addition to the citation of sources, have you followed the format specified in question 4 for all body text, including tables, figures, and headings?
 Yes No
7. Are all pictures, recordings, and special/additional material your original work? If not, have you followed PROQUEST/UMI copyright guidelines for permission to reprint?
 Yes No

Formatting Checklist

General Document

ALL PAGES

- Margins: Top, Right, and Bottom = 1";
Left = 1 1/2"
- Font: **all text** Arial or Times New Roman,
11 or 12 point
- Pagination:
 - No page numbers in front matter, but pages counted
 - Body and back matter numbered with consecutive Arabic numerals (not beginning at "1")
 - Page numbers in upper right corner, 3/4" from top.
- Parts included and in **the following order**:
 1. Title page
 2. Acknowledgements (optional)
 3. Table of Contents
 4. Lists of Tables
 5. List of Figures
 6. List of Abbreviations/Symbols (if used)
 7. Abstract
 8. Body text
 9. References/Works Cited/Bibliography
 10. Appendices (optional)

Title Page

- Title in all caps
- Student's full legal name in byline
- Director and committee members listed
- Text matches sample and "General Rules" above
- Copyright included IF DESIRED and paid for
- No page number appears** (through to first page of body text)

Acknowledgements (optional)

- Heading centered and all caps, at least three spaces between heading and text

Table of Contents

- Heading centered and all caps
- At least triple space between Heading and text
- Titles of all chapters and subheadings match **exactly** with body
- Page numbers match **exactly** with body
- Single-spaced
- Headings and subheadings indented
- Page number references aligned right
- Tab leaders (periods) used between text and page numbers
- All** sections, chapters, and subsections/subheadings listed

Lists of Tables, Figures, Abbreviations

- See rules for Table of Contents. All labels in body **must** match front matter lists.

Abstract

- Heading centered and all caps, triple space between heading/text
- Matches sample in Appendix E

Body Text

- New chapters begin on new page, titles centered and in all caps
- Triple space between headings and text
- Headings follow appropriate discipline guide (default APA)
- All text double-spaced (except for footnotes, etc.)
- At least triple space between text & tables/figures
- Tables/figures **labeled** according to discipline guide (default APA) and are student's **original** work (follow PROQUEST/UMI copyright rules).

Works Cited and Appendices

- Page numbers, headings, margins follow same rules as body text

Appendix B: Online Submission Check Sheet

Sections 4.2 and 4.3 outline how to submit your thesis online.

READ SECTION 4.3 before you submit your thesis to PROQUEST/UMI Publishing. Use this checklist to ensure you are ready to submit the electronic version of your defended thesis.

BEFORE submitting online:

- Final, defended thesis document formatted to WCU rules and converted to ONE .pdf file.
- Supplemental materials (slideshows, recordings, etc.) saved in approved file types.
- PROQUEST/UMI copyright rules observed for any reprinted materials, including pictures, quotes, recordings, etc.
- Abstract prepared
- Copyright and “open” vs. “traditional” publication discussed with director
- Number of bound copies determined, with help of director
- Personal funds available to pay for “open” publishing fee (if selected), as well as (if needed) copyright, extra bound copies, etc.
- Be sure your document has embedded fonts (see 4.3.1)

Submit Online:

Follow detailed instructions in 4.3.3

- Create a PROQUEST/UMI account
- Follow instructions to upload the single pdf of the thesis (and any required supplemental materials such as the abstract, sound files, etc.)
- Order print copies
- Provide payment information

AFTER submitting online:

- Graduate School notification of approval or denial (with required changes)
- Changes submitted as required**

Appendix C: Style Guides by Discipline

Department or Program	Style Manual
Art, Art Education	Modern Language Association (MLA) Handbook
Biology	Council of Biology Editors (CBE) Manual for Authors, Editors and Publishers
Chemistry	The ACS Style Guide
Education, Education Leadership and Foundations	Publication Manual of the American Psychological Association (APA)
English	Modern Language Association (MLA) Handbook
Health and Human Performance	Publication Manual of the American Psychological Association (APA)
Health Sciences	Publication Manual of the American Psychological Association (APA)
History	Turabian, Kate L. A Manual for Writers of Term Papers, Theses and Dissertations
Human Services	Publication Manual of the American Psychological Association (APA)
Mathematics	The Printing of Mathematics: Aids for Authors and Editors and Rules for Compositors and Readers
Nursing	Publication Manual of the American Psychological Association (APA)
Psychology	Publication Manual of the American Psychological Association (APA)
Technology	IEEE

Appendix D: Guide for Thesis Directors

Directing a thesis can be deeply rewarding, especially when all concerned parties remain organized and enthusiastic. Graduate School and Research encourages directors to use their own best judgment and recognizes that all expectations and experiences are unique. Above all, we urge directors to *consult and rely heavily upon this guide* to facilitate the thesis process. The checklist below summarizes the major duties and deadlines for directors.

A Director's Duties (in chronological order)

- **Verify Eligibility**
Ensure that the student is eligible to write a thesis. Requirements vary by department—comprehensive exams, credit hours, etc., may determine whether a student can begin research. Check with the students' advisor and/or your department's graduate director.

- **Form the committee.**
Directors usually dictate the members of a students' thesis committee. The thesis committee director must have full graduate faculty status. **All committee members, including the director, must be officially listed as graduate faculty** (to verify faculty status check the Graduate Faculty List at <http://www.wcu.edu/1137.asp>, ask your Department Head or contact the Graduate School).

- **Abstract**
Coach the student through the process of writing the abstract. Again, this varies by department and discipline, but includes:
 - ◇ Ensuring that IRB forms have been approved for any study with human subjects. (Protocols must be approved BEFORE research can go forth.)
 - ◇ Helping the student develop a research question and other important content.
 - ◇ Ensuring that the student understands style and citation formats in your discipline.
 - ◇ Checking and approving the student's list of resources/bibliography.
 - ◇ Ensuring that the final abstract contains all the required sections. Consult this guide for more information.

Make sure the student meets the appropriate deadline. Ensure that the final abstract is submitted for approval and forwarded to the Graduate School **four weeks prior** to the end of the semester (see Academic Calendar for deadlines).

Committee members, departmental graduate directors, department heads, and the Dean of Graduate School and Research must all sign their approval. See the section on Abstracts in this guide for more info.

□ ***Thesis Credit Registration***

Assist the student in registering for thesis credit. Students must NOT register for thesis hours until their abstracts have been approved and cleared by the Graduate School.

□ ***The Thesis***

Once a student's abstract is approved and he/she has registered for thesis credit, your duties will vary, depending on department and personal preference. Nevertheless, the Graduate School recommends that all directors do the following:

- ◇ Set deadlines and work schedules to keep the student motivated and on track.
- ◇ Regularly assess the quality of the student's references. Directors must check that students cite and use their sources properly.
- ◇ Hold the student to rigorous standards of academic honesty.
- ◇ Advise the student on central ideas, content, use/citation of sources, and writing style.
- ◇ Ensure that the student remains registered for thesis credit throughout multiple semesters, if necessary.
- ◇ Determine when chapters and sections of the thesis are ready to be reviewed by committee members.
- ◇ Ensure that a grade of "IP" appears in the student's transcript for any registered thesis credit.

□ ***The Defense***

When you, the committee members, and the student feel the thesis is complete and ready, *schedule and administer the defense*. Requirements and methods of defending theses vary by department; consult your department's graduate director for more details. After a successful defense, be sure you and your committee members **sign the approval page(s)** in ink for submission to the Dean of Graduate School and Research.

□ **Submission of Thesis**

The defended thesis must be submitted **electronically** to the Graduate School (via PROQUEST/UMI) **four weeks prior to the end of the semester** in which the student will graduate (see Academic Calendar for deadlines).

This file will be checked to ensure that it follows WCU format rules. While this process is the student's responsibility, you should assist if necessary. The Graduate School recommends that directors:

- ◇ Ensure the student has access to and uses this guide to format the final thesis.
- ◇ Remind the student about the deadline, and encourage him/her to defend and submit the thesis as early as possible.
- ◇ Follow up with the student to make sure the approval and printing processes are going smoothly. At this stage, students often need detailed advice about copyright and other issues.

Please note: Once a student submits a final thesis to the Graduate School for approval, you may not make or recommend any content changes. Students are NOT permitted to change the content of their theses once they submit manuscripts to the Graduate School. The only changes permitted after submission are the Graduate School Administrator's required changes during the review process.

Because WCU now publishes theses online, neither you nor your department will receive a bound copy from the student—unless you specifically require one. A bound copy purchased through ProQuest will be housed in Hunter Library. If your department requires an additional copy, or if you wish to have a copy for yourself, tell the student. (*Bear in mind that all theses are available online whenever you need them.*)

New in Fall 2010, students may contact Hunter Library regarding additional bound copies *at the time of submission*. Hunter Library will bind copies of the approved thesis for a reduced binding/processing fee. **Students must supply the copies to Hunter Library to bind.** Please contact Hunter Library for more information.

□ **Remove IP Grades**

Prior to graduation, change any "IP" grades on the student's transcript to a letter grade. The director has complete discretion over the final grading of a student's thesis work.

Appendix E: Sample Thesis Pages

This appendix contains samples of the major pages in a thesis. For specific formatting rules, see 3.4.2: Section Rules. Consult these rules first; only use the samples as a guideline. The list below gives special instructions and reminders.

Appendix Contents

Approval Page

Follow the sample and the rules in this guide.

Signatures must be INK. Be sure to use your FULL name and the appropriate terms for your thesis (or thesis-exhibition), term, and degree. You may add additional signature lines if you have more than three committee members.

NOTE: Do NOT include this page with your electronic thesis submission. Submit in hard copy to the Graduate School after you defend. See 4.1: Oral Defense and Signatures.

Title Page

Follow the sample and the formatting rules in this guide. Be sure to use your FULL name and the appropriate terms for your thesis (or thesis-exhibition) and degree.

The *date* should be the month and year of your *defense*.

Be sure to list your director and committee members.

Include a *copyright only* if you have discussed this with your director and read PROQUEST/UMI's guidelines carefully.

Acknowledgements

Optional. See sample and follow format rules in this guide.

Keep your language formal here; avoid overly personal statements. Remember, this document will be publicly accessible!

<i>Table of Contents</i>	See sample and follow format rules in this guide. Be sure to use tab leaders. This page can be difficult to complete; wait until your thesis is <i>finished</i> before making this page.
<i>List of Tables</i>	See sample and follow the format rules in this guide. Same rules apply for Lists of Figures. Lists of tables, figures, and abbreviations are only necessary if these items appear in the thesis.
<i>Abstract</i>	See sample and follow the format rules in this guide. <i>Date</i> should be the month and year of your <i>defense</i> . NOTE: You will also have to submit this abstract separately to PROQUEST/UMI when you submit your thesis for electronic approval.
<i>Body of Thesis</i>	This sample is meant only as an illustration. Follow the rules in Section 3.4 to format your thesis.

The *Thesis Abstract Cover Sheet* form (and others) can be downloaded at <http://www.wcu.edu/1169.asp>.

{SAMPLE APPROVAL PAGE}

THESIS TITLE HERE
SINGLE-SPACED IN ALL CAPS

By

John William Doe

A Thesis
Submitted to the
Faculty of the Graduate School
of
Western Carolina University
in Partial Fulfillment of
the Requirements for the Degree
of
Master of Arts

Committee:

_____ Director

_____ Dean of the Graduate School

Date: _____

Spring 2009
Western Carolina University
Cullowhee, North Carolina

{SAMPLE TITLE PAGE}

GENDER THEORY AS MANIFESTED IN THE WORKS OF
WILLIAM SHAKESPEARE

A thesis presented to the faculty of the Graduate School of
Western Carolina University in partial fulfillment of the
requirements for the degree of Master of Arts in English.

By

Jane Ann Doe

Director: Dr. Sally Smith
Associate Professor of English
English Department

Committee Members: Dr. Herman Glimsher, English
Dr. Alan J. Smithee, English

March 2007

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{SAMPLE ACKNOWLEDGEMENTS PAGE}

ACKNOWLEDGEMENTS

I would like to thank my committee members and director for their assistance and encouragement. In particular,

I also extend sincere thanks to the following people, without whom this thesis would not have been possible: Albert Einstein, Lenny Bruce, and Sean Smith. Lastly, I offer my warmest regards and thanks to my parents for their continued support.

{SAMPLE TABLE OF CONTENTS PAGE}

TABLE OF CONTENTS

	Page
List of Tables	v
List of Figures	vi
List of Abbreviations	vii
Abstract	viii
Introduction	1
A Rationale for This Study	4
Objectives	6
Literature Reviews	7
Aflatoxin Literature	7
Chemical Structure	8
Acute Toxicity	12
Chronic Studies	17
Rat Pathology Resulting from Aflatoxin	24
Cellular Responses to Aflatoxin B1	25
Subcellular Responses to Aflatoxin B1	26
Additional Problems Caused by Aflatoxin B1	34
Problems of Aflatoxin Occurrence, Control and Prevention	36
Future Problems Associated with Aflatoxin	36
Estradiol Literature.....	39
Induction of the Hamster Kidney Tumor.....	39
Estrogen-Induced Carcinogenesis.....	41
Liver Template Activity	50
Hormonal Carcinogenesis.....	50
Experiment.....	53
Works Cited	55
Appendices.....	59
Appendix A: Questionnaire.....	60
Appendix B: Letter from Dr. Edwin Hxxx	62

{SAMPLE LIST OF TABLES PAGE}

LIST OF TABLES

Table	Page
1. Summary of Spectral Data on Aflatoxins	11
2. Susceptibility of Various Species to the Acute Action of Aflatoxin	13
3. Comparative Lethality of Single Doses of Aflatoxin B1	15
4. Weight Gain, Duration, and Tumor Incidence of Rats Fed Diets Containing Casein or Dried Beef and Petroleum Solvent-Extracted Peanut Meal	19
5. Weight Gain, Duration, and Tumor Incidence of Rats Fed Diets Containing Dried Beef and/or Methanol-Extracted Peanut Meal	20
6. Tumors Induced by Estrogens	42
7. Experimental Schematic	54

{SAMPLE ABSTRACT PAGE}

ABSTRACT

SELF-PORTRAITS IN THREE FORMS

Amelia Cordelia Bedelia, M.F.A.

Western Carolina University (July 2008)

Director: Dr. John Smith

Text of abstract, summarizing the thesis, here. Double space text. Most abstracts are between 250 and 500 words. Standard formatting rules apply; see the complete thesis guide.

{SAMPLE BODY PAGE}

