



Indiana University of Pennsylvania

Office of Graduate Education and Academic Planning

Thesis & Dissertation Manual

Effective March 2025

Substantive changes have been reviewed by the Office of Graduate Education and Academic Planning for full implementation as of March 2025. Please disregard all previous versions of this manual provided.

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INTRODUCTION

This Thesis & Dissertation Manual provides guidance for you as you begin to write your thesis or dissertation through electronic submission of the final document.

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 revolving the research topic of the thesis or dissertation.
3. The research methods used, described in sufficient detail to allow other investigators to replicate, evaluate, or further develop 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.
6. An objective and critical evaluation of the entire investigation, with references.

APPROVED STYLE GUIDES

The Office of Graduate Education and Academic Planning advises graduate students and faculty to consult the appropriate style guide during the thesis or dissertation writing process:

- American Chemical Society, *The ACS Style Guide*, Third Edition
- American Psychological Association, *Publication Manual*, Seventh Edition
- American Sociological Association, *ASA Style Guide*, Seventh Edition
- Council of Science Editors, Inc., *Scientific Style and Format*, Ninth Edition
- Modern Language Association, *MLA Handbook...Research Papers*, Ninth Edition
- Society for American Archaeology, *American Antiquity Editorial Policy, Information for Authors, and Style Guide*, Revised 2019
- 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*, Ninth 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 and 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 [Writing Resources - Writing Your Thesis or Dissertation - Thesis-Dissertation Information - Research - Resources for Current Students - Graduate Studies and Research - IUP](#)

GENERAL PROCEDURES

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

Selecting a Committee

You will need to choose a Committee Chairperson, also referred to as Director, before your thesis or dissertation work begins. The Chairperson must be qualified to serve as a chairperson according to the IUP Office of Graduate Education and Academic Planning *Criteria for Teaching Graduate Courses* policy for graduate faculty membership. Members of your dissertation committee must also be approved under this policy. See *Graduate Faculty Member Eligibility* at [Graduate Faculty Member Eligibility – Eligibility to Teach Graduate Courses and to Serve on Thesis or Dissertation Committees – Resources for Faculty and Staff – Graduate Studies and Research – IUP](#) for a current list of faculty.

Working with the Committee Chairperson, the student assembles a thesis or dissertation committee and secures the necessary signatures on the Electronic Research Topic Approval Form (described below). A committee should consist of a chairperson and two to four committee members. If you plan to have a non-IUP faculty member (outside reader) serve on your dissertation committee, your Graduate Coordinator must receive departmental approval and then the outside reader will submit an application through [InfoReady](#). An APSCUF (faculty union) representative will then review the application and eligibility will be granted by the Office of Graduate Education and Academic Planning if all criteria are met.

Figure 1

Committee Selection Process on the RTAF

Section II

Please select your intended committee members.

The chair and the second committee member MUST be faculty from IUP or other universities in the PA State System of Higher Education (PASSHE). The third and/or fourth committee member may be from IUP, PASSHE or an "outside reader." To add an outside reader, select "other" for Committee Member #3, and/or #4 (not to exceed TWO outside readers) and type the name(s) in the space provided to the right.

NOTE: For a dissertation the chairperson must have **DOCTORAL** graduate teaching eligibility.
NOTE: The first two committee members must have either **DOCTORAL** or **MASTERS** teaching eligibility.

*Denotes master graduate teaching eligibility
**Denotes doctoral graduate teaching eligibility

	Faculty Name	Outside Reader Name
Committee Chair:	SELECT	
Committee Member 1:	SELECT	
Committee Member 2:	SELECT	
Committee Member 3:	SELECT	
Committee Member 4:	SELECT	

Research Topic Approval Form (RTAF)

If your program requires a candidacy examination, you must successfully complete the requirements before you can submit your Research Topic Approval Form (RTAF). No student can begin human subject or animal research before the RTAF has been **approved** by the Office of Graduate Education and Academic Planning. When approval is granted, a notice will be sent to your IUP email account. **You may not commence research until you receive a FINAL approval notice.** To access the electronic RTAF, log in to [MyIUP](#). On the Graduate Student Research Resources card, select the **Research Topic Approval Form** link and follow the on-screen instructions.

This electronic form will be routed to the student's graduate program coordinator, college dean, committee members and the Office of Graduate Education and Academic Planning for review and approval. Therefore, it must be initiated by the student well ahead of the planned start of your research. Please see the deadlines set by the Office of Graduate Education and Academic Planning—([Deadlines – Thesis-Dissertation Information – Research – Resources for Current Students – Graduate Studies and Research – IUP](#)).

Changes to your thesis or dissertation committee or research topic require approval and must be submitted electronically. **RTAFs cannot be updated, you will need to create and submit a new RTAF.** However, titles can be updated by following instructions in your MyIUP account.

If your 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), you will not receive final RTAF from the Associate Provost from Office of Graduate Education and Academic Planning until after either the IRB or IACUC has reviewed and approved the research project. **It is the student's responsibility to forward the IRB or IACUC decision to the Thesis and Dissertation Office.**

Reminder: *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 **FINAL** approval has been received from the Associate Provost of the Office of Graduate Education and Academic Planning.*

If you are a doctoral candidate, the Office of Graduate Education and Academic Planning requires you to file an RTAF **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 Office of Graduate Education and Academic Planning by the required deadline, the candidate's graduation will be delayed until the next semester.

Scheduling the Final Defense

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

Review and Final Submission

Doctoral and master's students are required to email a final draft copy of their thesis or dissertation to the Thesis and Dissertation Office at grad-research@iup.edu for review by the appropriate deadline for their anticipated graduation date (***August-July 1; December-November 1; or May-April 1***). In addition to reviewing formatting, the Thesis and Dissertation Office 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 Office of Graduate Education and Academic Planning website on the *Thesis and Dissertation Information* homepage at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/>. **It is solely your responsibility to know and meet these deadlines.** Remember to apply for graduation by the deadline for your anticipated graduation date. ***Note:*** *You do not need to wait until your thesis or dissertation has been approved by the Associate Provost to apply.*

RESPONSIBILITIES

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

Student Responsibilities

1. Work with your committee chairperson to select a committee.
2. Communicate often with the committee chairperson until you graduate.
3. Check your IUP email daily. This is the official method of communication at IUP.
4. Complete the electronic Research Topic Approval Form by the required deadline. If changes occur, either with the committee or topic, a **new** RTAF must be completed, submitted, and approved. ***Remember:*** *you may not commence research until after you receive written notice of RTAF FINAL approval from the Office of Graduate Education and Academic Planning.*
5. Submit a protocol for review by the Institutional Review Board for the Protection of Human Subjects (IRB) if appropriate.
6. Submit a protocol for review by the Institutional Animal Care and Use Committee (IACUC) if appropriate.
7. Compose a clear and correct thesis or dissertation manuscript while working closely with the committee at every stage of the composition process. Follow your department's prescribed style manual (APA, MLA, ASA, etc.).
8. Work with your committee chairperson to fulfill all departmental obligations related to thesis or dissertation preparation.

9. Submit a final draft copy of your thesis or dissertation at (grad-research@iup.edu) for review by the Thesis and Dissertation Office by the appropriate deadline for your anticipated graduation date.
10. Complete all formatting edits and iThenticate issues required for the first draft received from the Thesis and Dissertation Office.
11. Complete and submit all forms required by the Office of Graduate Education and Academic Planning, Thesis and Dissertation Office, to grad-research@iup.edu.
12. Upload your thesis or dissertation to [ProQuest](#) *after completing all formatting edits and resolving any iThenticate issues.*

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

Responsibilities of the Thesis or Dissertation Committee Chairperson

The Committee Chairperson is expected to guide and counsel the student during thesis or dissertation 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 them.
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 (six years) and doctoral (eight years) 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. Encourage your student to utilize the [Center for Scholarly Communications](#).
8. Ensure that your student has corrected formatting, spelling, and/or punctuation errors in their RTAF and thesis or dissertation.
9. Administer all departmental and college requirements such as the defense. Notify the Thesis and Dissertation Office of the results of defense.
10. Approve the completed thesis or dissertation. Ensure that all other members of the committee have approved it before the student sends their thesis or dissertation draft to the Thesis and Dissertation Office for the format and compliance review process.
11. Remind the candidate to submit a final draft copy of the thesis or dissertation for format review to the Thesis and Dissertation Office at grad-research@iup.edu by the appropriate deadline for their anticipated graduation date.
12. Process a change of grade for all thesis or dissertation credits.

Note: *If the student chooses a non-thesis/dissertation option after filing the Research Topic Approval Form, the committee chairperson must send written notification to the Associate Provost for Administration in the Office of Graduate Education and Academic Planning and Institutional Research, Student Records, and Assessment.*

Responsibilities of the Graduate Coordinator

The Graduate Coordinator is the Office of Graduate Education and Academic Planning'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>. It is the Graduate Coordinator's responsibility to ensure that graduate policies are followed as the student completes their thesis or dissertation. Specific duties include the following:

1. Monitor the graduate student's schedules so that they are not registering for thesis or dissertation credits until they are conducting thesis or dissertation research.
2. Ensure student is **continuously** enrolled during thesis or dissertation research.
3. Ensure that committee chairpersons for theses and dissertations, and committee members are approved according to the criteria for teaching Graduate courses.
4. Know graduate policies and procedures regarding research compliance, academic integrity, and the thesis and dissertation processes, including submission of the Research Topic Approval Form, thesis or dissertation submissions, 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. Human subjects research protocols are reviewed by IUP's Institutional Review Board (IRB). Students submit their research for IRB review by completing a protocol form through IRBManager, which can be accessed at <http://www.iup.edu/irb>.

Animal Subjects in Research

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

Use of Copyright 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 their 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 the materials will be used for. The objective is to eradicate any ambiguities that could occur and make certain that the letter covers all 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 elected, copies of the thesis or dissertation may be sold on demand by ProQuest Information and Learning Company.

A copy of the permission letter must be provided in the appendix of the thesis or dissertation. Proper credit (as instructed in the letter of permission) must be given in the text.

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

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

Plagiarism

Issues of misrepresentation of another individual's 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 manner of the appropriate style guide in their academic field. For details on IUP's policy on plagiarism, visit the Graduate Catalog at <https://catalog.iup.edu/index.php?catoid=4>. **Should the student wish to use previous publications of their own work they must self-cite.**

Theses and dissertations **will be reviewed using third-party verification software.** If the Thesis and Dissertation Office determines an instance of plagiarism, **it will be reported as per the IUP Academic Integrity Policy.** For a detailed explanation of the policy, visit <https://www.iup.edu/academicaffairs/for-faculty/academic-integrity/index.html>.

FORMAT AND STYLE

General Guidelines for Layout

Follow the guidelines below as closely as possible 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 Font Size

The body of the text must utilize a clear and readable font set at the same size throughout the entire document.

- IUP requires twelve-point font as it is the generally accepted font size and the most easily legible.
- However, different font sizes can be used for tables, figures, or captions, if usage is consistent and conforms to the appropriate style manual. This means that if choosing to

make one table's font size smaller or bigger than the document's font size, **ALL** tables must have the same font size as that table.

- IUP recommends Times New Roman font for the document. Accommodations can be made for the use of other fonts.
- The use of bolds, italics, capitalization, or any other writing convention should be consistent throughout the document and should follow the guidelines of your appropriate style manual.
- Do not use a running heading at the top of each page.
- Alignment of text should be consistent (including no justified alignment).
- The body of the document must be double spaced.
- All page numbers must appear centered within the footer of the document, excluding the title page. Use MS Word™ Page number function to insert page numbers.

Margins and Spacing

The standard page size for theses and dissertations is 8.5 x 11 inches. Margins should be consistent throughout the document. The suggested margin is one inch (1") on all sides; however, if you plan on printing and binding the 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 (also known as the front matter), use lowercase Roman numerals (ii, iii, iv, etc.). The page numbers should be the same font and size as the rest of the document. **The title page of your document is the only one that should not have a page number on it.**
- For the remainder of the document (including the body 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 using MS Word™, use **section breaks** to control pagination and page number format, see the *Section and Page Breaks* page at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/writing-your-thesis-or-dissertation/page-breaks-and-section-breaks.html>

Chapters

Theses and dissertations must be divided into chapters. Chapter titles should be in ALL CAPS, centered, and should begin at the top of a new page. Chapters and Chapter titles are **NOT** considered a level of subheading and should not be bolded. 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 2.

Figure 2

Chapter Number and Title

<p style="text-align:center">CHAPTER I</p> <p style="text-align:center">INTRODUCTION</p> <p> Lorem ipsum dolor sit amet, et cum liber vivendo omnesque, patrioque voluptatibus cu vix. Erant accommodare an vim. Est et petentium reprehendunt, ei adipisci deseruisse nam. Te meis labore accusamus quo. Sed ut probo possim vidisse, vero legere verterem in pri. Duo no hendrerit cotidieque. Mei in sanctus lobortis pertinacia, ei graece vocibus eos. No est purto hendrerit incorrupte, melius delenit propriae vel ut. Prima euripidis urbanitas vix ad, maluisset corrumpit pri ne. Et vel commodo dolorem maiestatis, labore mediocrem id mea. Fugit quando</p>
--

Widows and Orphans

At least two lines of text must follow all headings. **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.

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 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 or 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 listed above can be found in the Appendices** of this manual.

Title Page

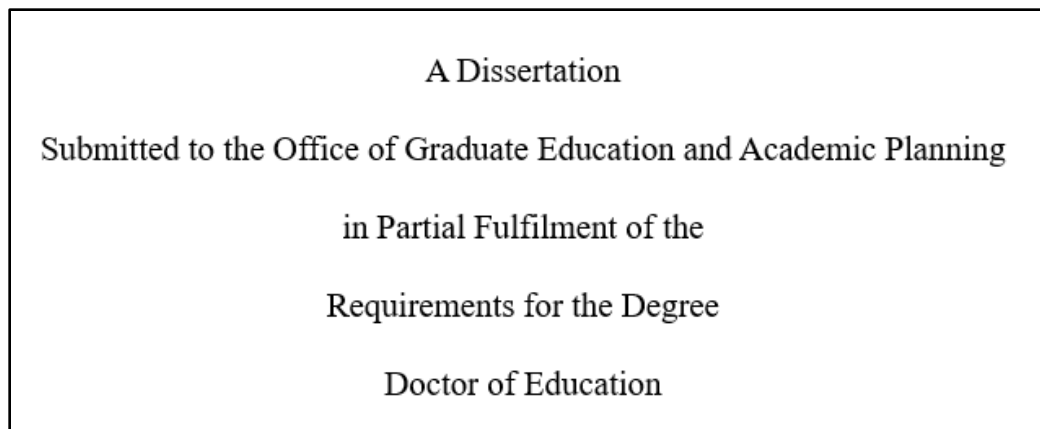
The title page of a thesis or dissertation must include the following:

1. The complete thesis or dissertation title in all caps, centered between the margins. If the title of document has multiple lines of text, they should be similar in length to each other.
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 in the middle of the page. See example in Figure 3.
3. Your full name, centered, at the bottom of the page. **This is your legal name, as it appears in MyIUP.**
4. Indiana University of Pennsylvania, centered, at the bottom of the page.
5. The month (May, August, or December) and year of graduation, centered, at the bottom of the page. **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 of this manual.

Figure 3

Example of the Center Statement on a 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).
4. The phrase “All Rights Reserved” ([ProQuest](#) suggests adding this because a few countries give legal significance to this phrase).

Signature Page

The signature page should follow the appropriate model included in the Appendices of this manual.

The signature page should include the following:

- The full name of the university,
- Office of Graduate Education and Academic Planning, and
- The name of your department.
- Student's name and degree

The committee chairperson should have the first signature place and remaining committee members should follow, including the outside reader.

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 signature page. The thesis or dissertation title on the abstract page must match the title that is listed on the Title Page word for word. Use title case, not all caps, this means that only proper nouns and/or words consisting of four or more letters are capitalized. The text of the abstract should follow the names of committee members. There must be exactly five space bar hits following each colon in the top four lines of the page, as seen in the example in Figure 4, do not use tab. An example of an abstract page is included in the Appendices of this manual. Images and citations are not permitted on the abstract page.

Figure 4

The Top Four Lines of an Abstract Page

Title:	A Comparative Study of the Quality and Syntax of Composition by First-Year College Students Using Handwriting and Word Processing
Author:	Jane L. Smith
Dissertation Chair:	Dr. Jeffrey G. Generic
Dissertation Committee Members:	Dr. John H. Doe Dr. Sally Sample

Acknowledgements Page (Optional)

The acknowledgment page or pages provides an opportunity to recognize the persons to whom you are indebted for guidance and assistance. The heading 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 the thesis or dissertation. It must be well organized and easy to read. An example of a Table of Contents is included in the Appendices of this manual as well as partially exemplified in Figure 5. It is highly suggested that following this sample as closely as possible when formatting table of contents. 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 of space between the title and the page number on which it appears. There must be at least five dot leaders between each heading and page number. **It is strongly recommended to keep chapter titles and section subtitles concise. Avoid punctuation.**
- Listing section subtitles or subheadings is optional for MLA, but at least level-1 headings must be in the TOC for APA. Note that if subheadings are included for one chapter, they must be included for all chapters, this is true for all levels of heading you decide to list. IUP does not consider Chapter titles as headings and therefore they should NOT be bolded.
- For most style guides, all headings (this does not include chapter titles) must be in title case, meaning that all proper nouns and words consisting of four or more letters must be capitalized. Some style guides state only major words need to be capitalized; if this is the case for your document, the heading formatting must be consistent throughout the document.
- The wording of headings, subheadings, and chapter numbers in the table of contents must correspond exactly to the wording in the body’s text. This means all headings must match each other word for word, including punctuation and spacing.
- The format of the chapter number on the Table of Contents must match that used in the body of the thesis or dissertation, so 1 used in the TOC must mean CHAPTER 1 (not One or I) is used in the document itself.
- Use Chapter and Page column headings at the top of each page of the Table of Contents to reduce repetition on the Table of Contents. **This Chapter and Page line must also appear as the first line on any additional page in the Table of Contents.**

Figure 5

The Top of a Table of Contents Page

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	REVIEW OF RELATED LITERATURE	8
	Programing 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 Towards Evaluation	29
	Training of School Counselors in Program Evaluation	34
	Current Research Relating to Program Evaluation by Elementary School Counselors	41
	Survey Research.....	46

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 of this manual. As with chapter titles, most style manuals recommend short, descriptive titles for tables. (See example in Figure 6.) Table titles on the list of tables must correspond **word for word** with the text, meaning that titles within the document must match what is listed word for word, including punctuation.

Figure 6

A Sample of a List of Tables

LIST OF TABLES		
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

Note. Notice how the list of tables closely resembles the table of contents. This will also be true for the list of figures (if necessary, according to your style guide). All tables within document must be listed within the List of Tables with their correct pagination.

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 of this manual. Figure titles on the List of Figures must correspond **word for word** with the text and must be correctly paginated. Like tables, the titles of figures should be short and descriptive. All figures within the document must be listed within the List of Figures.

Placement of Tables and Figures

Tables and figures are inserted 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.). Usually, tables are titled at the top and figures are captioned at the bottom, however, this is dependent on the style guide you are referencing. Generally, figure and table titles have all main words capitalized, this is also dependent on your specific style guide. The student must follow the style manual they listed on their RTAF. There are numerous online resources that can assist with table and figure formatting, including [Purdue Owl](#).

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 the 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 <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/writing-your-thesis-or-dissertation/page-breaks-and-section-breaks>.

Self-citing is required if you have previously published the information being used in your thesis or dissertation.

FINISHING YOUR DEGREE

There is more to completing your degree than the final dissertation. Be aware of important deadlines, submission guidelines, and required forms for graduation.

Instructions for Submissions of Theses and Dissertations

Submitting the 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: <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/all-forms/>.

The steps for submitting electronically are:

1. Create a single PDF that is properly and completely formatted. The final PDF will have an unsigned signature page. Add the date of the defense and “Approval 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* [here](#).
2. The [Publication Agreement](#), can be downloaded, reviewed, and signed. Email the signed agreement to grad-research@iup.edu. **The subject header should be “[Your Name] Publication Agreement”**
3. The Thesis and Dissertation Office will notify the student if there are any required edits. These must be made before the PDF is officially accepted.
4. Upload the PDF to ProQuest at <http://www.etdadmin.com/cgi-bin/school?siteId=20> after the thesis or dissertation has been approved by the committee and the format has been approved by the Thesis and Dissertation Office.

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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 choosing “**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.

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- **Option 1:** Thesis or Dissertation committee chair will initiate an email to the entire thesis/dissertation committee using only official university email addresses. In this email, the chair will state the following: “In lieu of ink signatures, this email is to document that we hereby approve the thesis/dissertation of [Student Name], candidate for the degree of [Doctor of/Masters of Program].”

The chair will “**sign**” (please be sure signature line includes name, title, and department—for most faculty, this is their standard email signature line)

Each member of the committee will “**reply all**” to affirm their acceptance of the thesis/dissertation with their signature [**simply your name, title, and department—for most faculty, this is their standard email signature line**]

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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 graduates that can be used by universities as well as federal and state governments to make policy decisions that affect graduate education. **All Ph.D. candidates must complete a Survey of Earned Doctorates, all D.Ed. candidates in the Curriculum and Instruction program must complete a Survey of Earned Doctorates.** The survey is available on the IUP website [All Forms – Thesis-Dissertation Information – Research – Resources for Current Students – Graduate Studies and Research – IUP](#) or on the SED web site [SED \(sed-ncses.org\)](http://sed-ncses.org).

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All theses and dissertations will be approved by the Thesis and Dissertation Office. You will receive an email 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

Printing and binding options will be available when submitting the thesis or dissertation to [ProQuest](#). However, if you wish to do so at a later date there are many companies that provide this service. We have compiled a list of several options.

Note: IUP and the Office of Graduate Education and Academic Planning do not explicitly endorse any of the following companies:

- [ProQuest](#)
- [Wert Bookbinding](#)
- [PHD Book Binding](#)
- [Thesis on Demand](#)
- [HF Group](#)

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

APPLYING FOR GRADUATION THROUGH MYIUP

Graduate students are required to apply for graduation by the established deadlines. The graduate application process can be found online at <https://www.iup.edu/commencement/graduate/how-to-apply-for-graduation.html>.

APPENDICES
IMPORTANT DEADLINES

For a December Graduation:

May 15: Doctoral candidates have filed in the Thesis and Dissertation Office a [Research Topic Approval Form](#).

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November 1: Draft copy of thesis/dissertation submitted to the Thesis and Dissertation Office (grad-research@iup.edu) for review.

November 1: Copies of signed thesis/dissertation signature pages and [necessary forms](#) submitted to the Thesis and Dissertation Office.

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

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August 15: Doctoral candidates have filed in the Thesis and Dissertation Office a [Research Topic Approval Form](#).

December 15: Master's candidates have filed in the Thesis and Dissertation Office a [Research Topic Approval Form](#).

April 1: Both master's and doctoral candidates have successfully defended thesis or dissertation (if degree program requires a defense).

April 1: Draft copy of thesis/dissertation submitted to the Thesis and Dissertation Office (grad-research@iup.edu) for review.

April 1: Copies of signed thesis/dissertation signature pages and [necessary forms](#) submitted to the Thesis and Dissertation Office.

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

May 1: Both master's and doctoral candidates have applied for graduation through [MYIUP](#).

For a August Graduation:

December 15: Doctoral candidates have filed in the Thesis and Dissertation Office a [Research Topic Approval Form](#).

May 15: Master's candidates have filed in the Thesis and Dissertation Office a [Research Topic Approval Form](#).

July 1: Both master's and doctoral candidates have successfully defended thesis or dissertation (if degree program requires a defense).

July 1: Draft copy of thesis/dissertation submitted to the Thesis and Dissertation Office (grad-research@iup.edu) for review.

July 1: Copies of signed thesis/dissertation signature pages and [necessary forms](#) submitted to the Thesis and Dissertation Office.

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- 3) Submit your [Publication Agreement](#) electronically. Download the agreement, review, sign, and date the form. Email it to grad-research@iup.edu. The subject header should read **[Your Name]: Publication Agreement**. Save your original signed/dated copy.
- 4) **All Ph.D. students** must complete a Survey of Earned Doctorates, and all **D.Ed. students in the Curriculum and Instruction** program must complete a Survey of Earned Doctorates, either through the [IUP](#) or [SED](#) website. **Email a copy of the certificate received to grad-research@iup.edu.**
- 5) On the signature page in your electronic dissertation, type “Approval on File” on each committee member’s signature line and type the date your defense was approved on the adjacent date line. Type “Approval on File” on the signature line for your college dean’s name but **do not type a date on the date line** adjacent to the signature line. The date line should be left blank.
- 6) E-mail grad-research@iup.edu a draft copy of your dissertation as a Word file after a successful defense, but before the appropriate deadline for your anticipated graduation date (August-July 1; December-November 1; or May-April 1). **Be sure to give the formatting style used in your document in the email. APA7, MLA9 etc.**
- 7) After you have made **ALL the required edits**, that were specified in your format review/compliance results, convert dissertation file to a PDF using MS Word, Adobe Acrobat Professional, or Cutepdf. **Note:** There is also a section on the [ProQuest](#) submission website to convert your document to a PDF.
- 8) Set up a [ProQuest](#) account. Part of this process is choosing your publishing options. If you choose the traditional publishing option, there is no publishing fee. Registration of copyright is **optional** and has an additional fee.
- 9) Upload your PDF file to [ProQuest](#) by the appropriate deadline for your anticipated graduation term (August - July 15; December - November 15; May - April 15). **Note: If you do not submit your dissertation on time, your graduation may be delayed.**

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- 2) Apply for graduation at <https://www.iup.edu/MyIUP/> by the appropriate deadline.
Please visit the [Commencement](#) website for up-to-date information.
- 3) Submit your [Publication Agreement](#) electronically. Download the agreement, review, sign, and date the form. Email it to grad-research@iup.edu. The subject header should read **[Your Name]: Publication Agreement**. Save your original signed/dated copy.
- 4) On the signature page in your electronic thesis, type “Approval on File” on each committee member’s signature line and type the date your defense was approved on the adjacent date line. Type “Approval on File” on the signature line for your college dean’s name but **do not type a date on the date line** adjacent to the signature line. The date line should be left blank.
- 5) E-mail grad-research@iup.edu a draft copy of your thesis as a Word file after a successful defense, but before the appropriate deadline for your anticipated graduation date (August-July 1; December-November 1; or May-April 1). **Be sure to give the formatting style used in your document in the email. APA7, MLA9 etc.**
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- 8) Upload your PDF file to [ProQuest](#) by the appropriate deadline for your anticipated graduation term (August - July 15; December - November 15; May - April 15). **Note:** If you do not submit your thesis on time, your graduation may be delayed.

IUP RESOURCES AVAILABLE TO YOU

- **Office of Graduate Education and Academic Planning, Thesis and Dissertation Office-** <https://www.iup.edu/graduatestudies/index.html> - Forms, FAQs, formatting instructions, submission instructions, and much more.
- **Institutional Review Board for the Protection of Human Subjects (IRB) -** <http://www.iup.edu/irb/> - Approval is required for all research that involves human subjects.
- **Institutional Animal Care and Use Committee -** <http://www.iup.edu/iacuc/> - Approval is required for all research that involves vertebrate animals.
- **Applied Research Lab -** <https://www.iup.edu/arlab/> - Provides help with statistical analysis and various software (Adobe, Word, SPSS, Qualtrics).
- **Center for Scholarly Communication -** <https://www.iup.edu/scholarlycommunication/> - Helps students develop their writing skills and assist with some formatting.
- **IT Support Center -** <http://www.iup.edu/itsupportcenter/> - Provides technical and software support.
- **Institutional Research, Student Records & Assessment -** <http://www.iup.edu/registrar/> - Provides course scheduling help and official academic transcripts.
- **Office of Student Billing -** <http://www.iup.edu/student-billing/> - For help with billing.
- **IUP Navigators -** <https://www.iup.edu/life-at-iup/support/navigators.html> - For help contacting your assigned IUP Navigator.
- **Research and Innovation -** <https://www.iup.edu/research/index.html> - Provides information on resources and opportunities for student researchers.

STYLE GUIDE RESOURCES

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

PERCEPTIONS OF TEACHING PRACTICES
AT A MIDWESTERN UNIVERSITY

A Dissertation

Submitted to the Office of Graduate Education and Academic Planning

in Partial Fulfillment of the

Requirements for the Degree

Doctor of Education

Jane L. Smith

Indiana University of Pennsylvania

May 2025

A COMPARATIVE ANALYSIS OF
SELECTED WOMEN WRITERS

A Thesis

Submitted to the Office of Graduate Education and Academic Planning

in Partial Fulfillment of the

Requirements for the Degree

Master of Arts

John Henry Doe

Indiana University of Pennsylvania

May 2025

Note: This page is optional.

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Indiana University of Pennsylvania
Office of Graduate Education and Academic Planning
Department of English

We hereby approve the dissertation of

Student Name

Candidate for the degree of Doctor of Philosophy

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

Jane D. Doe, Ph.D.
Associate Professor of English

Sally Sample, D.Phil.
Assistant Professor of English

ACCEPTED

College Dean's Name Here, Ph.D.
Dean
Name of Your College Here

Indiana University of Pennsylvania
Office of Graduate Education and Academic Planning
Department of Biology

We hereby approve the thesis of

Student Name

Candidate for the degree of Master of Science

Jeffrey G. Generic, Ph.D.
Professor of Biology, Advisor

John H. Doe, Ph.D.
Associate Biology of English

Sally Sample, Ph.D.
Assistant Professor of Biology

ACCEPTED

College Dean's Name Here, Ph.D.
Dean
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Title: A Comparative Study of the Quality and Syntax of Compositions by First Year College Students Using Handwriting and Word Processing

Author: Craig Etchison

Dissertation Chair: Dr. Michael Williamson

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

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

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

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

ACKNOWLEDGMENTS

Many students use this section to acknowledge the help and contributions of faculty, friends, and family members during the research process. This section can be more than one page and formatted however you'd like, just as long as it stays within the margins.

Note: This page is optional.

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EXAMPLE APPENDIX
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: _____