



Indiana University of Pennsylvania

School of Graduate Studies and Research

Thesis & Dissertation Manual

Effective September 2022

Substantive changes have been reviewed by the SGSR for full implementation as of September 2022. Please disregard all previous versions of this manual provided.

IMPORTANT DEADLINES

Regarding December Graduations:

May 15: Doctoral candidates have filed the School of Graduate Studies and Research's [Electronic Research Topic Approval Form](#). (RTAF)

August 15: Master's candidates have filed the School of Graduate Studies and Research's [Electronic Research Topic Approval Form](#). (RTAF)

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

November 1: A draft copy of the candidate's thesis or dissertation must be submitted to the Thesis and Dissertation Office for review on or before this day.

November 1: Copies of signed thesis or dissertation signature pages and other necessary forms must be submitted to the School of Graduate Studies and Research on or before this day.

November 15: Electronic copies of theses or dissertations must be submitted to [ProQuest](#) on or before this day.

November 30: Both master's and doctoral candidates must apply for graduation through [MYIUP](#) on or before this day.

Regarding May Graduations:

August 15: Doctoral candidates have filed the School of Graduate Studies and Research's [Electronic Research Topic Approval Form](#). (RTAF)

December 15: Master's candidates have filed the School of Graduate Studies and Research's [Electronic Research Topic Approval Form](#). (RTAF)

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

April 1: A draft copy of the candidate's thesis or dissertation must be submitted to the Thesis and Dissertation Office for review on or before this day.

April 1: Copies of signed thesis or dissertation signature pages and other necessary forms must be submitted to the School of Graduate Studies and Research on or before this day.

April 15: Electronic copies of theses or dissertations must be submitted to [ProQuest](#) on or before this day.

April 30: Both master's and doctoral candidates must apply for graduation through [MyIUP](#) on or before this day.

Regarding August Graduations:

December 15: Doctoral candidates have filed the School of Graduate Studies and Research's [Electronic Research Topic Approval Form](#). (RTAF)

May 15: Master's candidates have filed the School of Graduate Studies and Research's [Electronic Research Topic Approval Form](#). (RTAF)

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

July 1: A draft copy of the candidate's thesis or dissertation must be submitted to the Thesis and

Dissertation Office for review on or before this day.

July 1: Copies of signed thesis or dissertation signature pages and other necessary forms must be submitted to the School of Graduate Studies and Research on or before this day.

July 15: Electronic copies of theses or dissertations must be submitted to [ProQuest](#) on or before this day.

July 31: Both master's and doctoral candidates must apply for graduation through [MyIUP](#) on or before this day.

Note: *As all submissions are electronic, all deadlines are fixed, regardless of the day of the week on which they fall. Please ensure that these deadlines are met, as they are crucial to your own success.*

CHECKLIST: REQUIREMENTS FOR THE FINAL SUBMISSION OF A DISSERTATION

- 1) Apply for graduation at <https://www.iup.edu/MyIUP/> by the appropriate deadline. Please visit the [Commencement](#) website for up-to-date information.
- 2) Submit your [Publication Agreement](#) electronically. Download the agreement, sign, and date, then scan or photograph (high resolution) it. Email it to grad-research@iup.edu. The subject header should read [Your Name]: **Publication Agreement**. *Note: **Please do not email your agreement with your dissertation draft***. It must be sent in a separate email. Save your original signed/dated copy.
- 3) All **Ph.D. students** must complete a Survey of Earned Doctorates, 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.
- 4) **Optional:** The SGSR recommends that you submit a blank signature page for format review to grad-research@iup.edu at least **five days** prior to your defense. It should be formatted as closely as possible to the sample page within this manual. Submitting the template in advance of your defense ensures it is correct and won't have to be revised later.
- 5) On the signature page in your electronic dissertation, type "Approval on File" on each committee member's signature line and type the date your defense was approved on the adjacent date line. Type "Approval on File" on the signature line for Dr. Hilliary Creely, but **do not type a date on the date line** adjacent to her signature line. It should be left blank.
- 6) E-mail grad-research@iup.edu a draft copy of your dissertation 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).
- 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

CHECKLIST: REQUIREMENTS FOR THE FINAL SUBMISSION OF A THESIS

- 1) Apply for graduation at <https://www.iup.edu/MyIUP/> by the appropriate deadline. Please visit the [Commencement](#) website for up to date information.
- 2) Submit your [Publication Agreement](#) electronically. Download the agreement, sign, and date it, then scan or photograph (high resolution) it. Email it to grad-research@iup.edu. The subject header should read **[Your Name]: Publication Agreement**. **Note: Please do not email your agreement with your thesis draft**. It must be sent in a separate email. Save your original signed/dated copy.
- 3) **Optional:** The SGSR recommends that you submit a blank signature template page for format review to grad-research@iup.edu at least **five days** prior to your defense. It should be formatted like the sample page in this manual. Submitting the template in advance of your defense ensures it is correct, and that it won't have to be revised later.
- 4) On the signature page in your electronic thesis, type "Approval on file" on each committee member's signature line and type the date your defense was approved on the adjacent date line. Type "Approval on file" on the signature line for Dr. Hilliary Creely, but **do not type a date on the date line** adjacent to her signature line. It should be left blank.
- 5) E-mail grad-research@iup.edu a draft copy of your thesis 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).
- 6) After you have made **ALL the required edits**, that were specified in your format review/compliance results, convert thesis file to a PDF using MS Word, Adobe Acrobat Professional, or Cutepdf. **Note:** There is also a section on the [ProQuest](#) submission website to convert your document to a PDF.
- 7) Set up 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.
- 8) Upload your PDF file to [ProQuest](#) by the appropriate deadline for 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

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

STYLE GUIDE RESOURCES

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

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INTRODUCTION

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

1. A statement of the research problem and the objectives of the investigation.
2. A review of the literature 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.

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

APPROVED STYLE GUIDES

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

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

Choose a Committee Chairperson when thesis or dissertation work begins. The Chairperson must be qualified to serve as a chairperson according to the IUP School of Graduate Studies and Research *Criteria for Teaching Graduate Courses* policy for graduate faculty membership. Members of a dissertation committee must also be approved under this policy. See *Graduate Faculty Member Eligibility* at [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 Candidate 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 grant eligibility 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)

No student research can begin before the RTAF has been **approved** by the School of Graduate Studies and Research. 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](#). From the Academics page, find the Graduate Student Resources section, then click the **Research Topic Approval Form** link and follow the on-screen instructions. **Note:** *This form is not compatible with Internet Explorer.*

This electronic form will be routed to the student's committee members, graduate program coordinator, college dean, and the SGSR 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 SGSR. [Deadlines – Thesis-Dissertation Information – Research – Resources for Current Students – Graduate Studies and Research – IUP](#)

Changes to the thesis or dissertation committee or research topic require approval and must be submitted electronically. To make changes to an approved RTAF, please log in to [MyIUP](#) and follow the on-screen instructions.

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

Note: *The student cannot begin thesis or dissertation research activity beyond preliminary steps (such as background research, IRB/IACUC approved pilot study, or three-chapter review) until notice of **FINAL** approval has been received from the Associate Dean for Research.*

If you are a doctoral candidate, the School of Graduate Studies and Research 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 School of Graduate Studies and Research by the required deadline, the candidate's graduation will be delayed until the next semester.

Scheduling the Final Defense

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

Review and Final Submission

Doctoral students and master's students writing theses are required to email a final draft copy 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 format, the School of Graduate Studies and Research will check for compliance with applicable university, state, and federal policies and regulations including, but not limited to, academic integrity, IRB, and IACUC.

Deadlines

The deadlines for submitting your thesis or dissertation can be found in the front of this manual and on the School of Graduate Studies and Research website on the *Thesis-Dissertation Information* homepage at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/>. **It is solely your responsibility to know and meet these deadlines.** Remember to apply for graduation by the deadline for your anticipated

graduation date. **Note:** *You do not need to wait until your thesis or dissertation has been approved by the Dean to apply.*

RESPONSIBILITIES

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

Responsibilities of the Graduate Student

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

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

Responsibilities of the Thesis or Dissertation Committee Chairperson

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

1. Communicate often with your student. If you have not heard from your student in a while, contact him or her.

2. Work with your student to select a committee.
3. Ensure that your student is progressing normally; intervene if you have information suggesting that a problem is occurring.
4. Be aware of the time limits for master's and doctoral students.
5. Assist your student in submitting the protocols for the Institutional Review Board for the Protection of Human Subjects (IRB) and/or Institutional Animal Care and Use Committee (IACUC).
6. Ensure that your student is working closely with the committee at each stage of the thesis or dissertation process.
7. Encourage your student to utilize the [Kathleen Jones White Writing Center](#), specifically the [Graduate Student Services](#).
8. Ensure that your student has corrected formatting, spelling, and/or punctuation errors in their thesis or dissertation. Confirm format of signature page before approving.
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 School of Graduate Studies and Research 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 he or she has filed the Research Topic Approval Form, the committee chairperson must send written notification to the Assistant Dean for Administration in the School of Graduate Studies and Research.*

Responsibilities of the Graduate Coordinator

The Graduate Coordinator is the School of Graduate Studies and Research's liaison with the college and department. A current list of Graduate Coordinators is available at <http://www.iup.edu/admissions/graduate/coordinators/default.aspx>. The coordinator's responsibility is to ensure that School of Graduate Studies and Research's policies are followed as the candidate completes the 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 that committee chairpersons for theses and dissertations, and committee members are approved according to the criteria for teaching Graduate Courses.
3. Know the university and School of Graduate Studies and Research's policies and procedures regarding research compliance, academic integrity, and the thesis and dissertation process, including submission of the Research Topic Approval Form, thesis/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 on our website at <http://www.iup.edu/irb>.

Animal Subjects in Research

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

Use of 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 the thesis or dissertation. **See the Appendices for a sample permission letter.** The purpose of a permission letter is to ensure that you are asking permission for the use of copyrighted material and to make sure that it encompasses the full scope of what 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 appropriate style guide in their academic field. For details on IUP's policy on plagiarism, visit the Graduate Catalog at <https://catalog.iup.edu/index.php?catoid=4>

Theses and dissertations **will be reviewed using third-party verification software.** If the SGSR determines an instance of plagiarism, **it will be reported as per the IUP Academic Integrity Policy.** For a detailed explanation of the policy, visit <https://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 document.

- Twelve-point font is the generally accepted font size and the most easily legible.
- However, different point 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.
- Choose the font carefully depending on your final distribution plans. Serif fonts (e.g., Times New Roman) are easier to read on paper. Sans serif fonts (e.g., Arial) are easier to read in electronic format. We recommend Times New Roman for either format.
- The use of bolds, italics, capitalization, or any other writing convention should be consistent throughout the document and should follow the 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.

Margins

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 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.

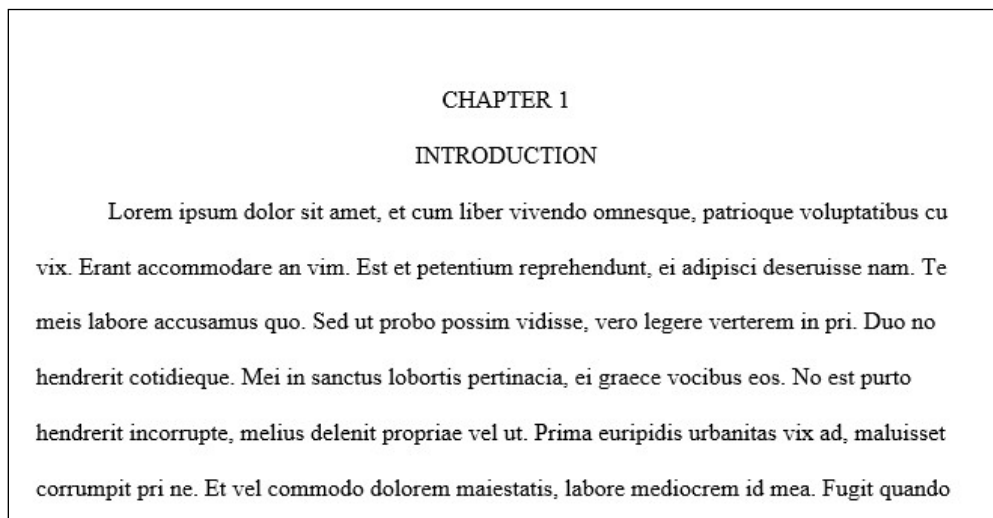
If using MS Word™, use **section breaks** to control pagination and page number format, see the *Section and Page Breaks* page at <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/writing-your-thesis-or-dissertation/page-breaks-and-section-breaks.html>

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. Consult your style manual for further guidance. **It is strongly recommended to keep chapter titles and section subtitles concise. Avoid punctuation in chapter titles.** See Figure 1 on the next page.

Figure 2

Chapter Number and Title



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/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:

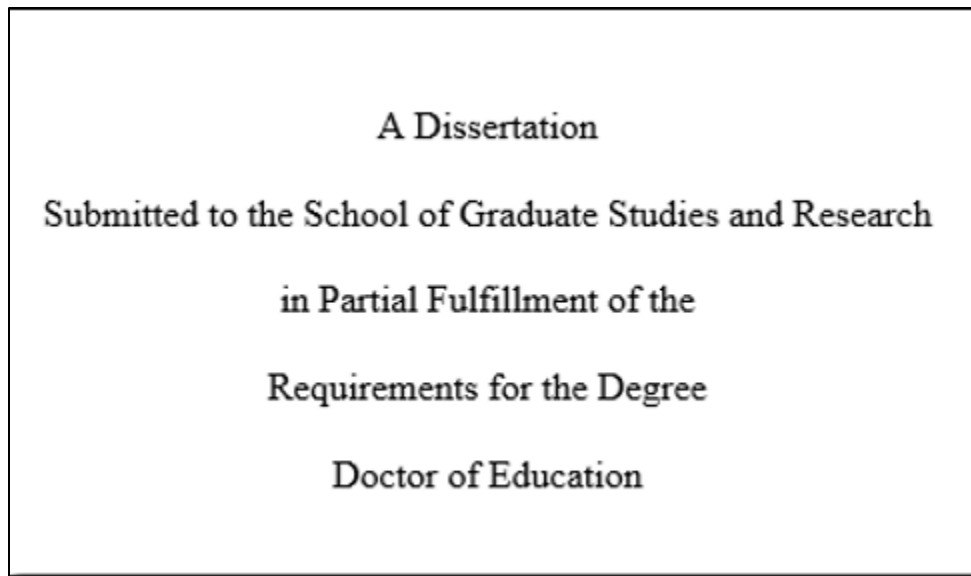
1. The complete thesis or dissertation title in all caps, centered between the margins. If the title of document has multiple lines of text, they should be similar in length to each other.
2. The statement: “A Dissertation [or Thesis] Submitted to the School of Graduate Studies and Research in Partial 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 2.
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).

[ProQuest](#) suggests adding “All Rights Reserved” because a few countries give legal significance to this phrase.

Signature Page

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

The signature page should include the following:

- The full name of the university,
- School of Graduate Studies and Research, and

- The name of your department.

Student’s name and degree must also appear on the page. There should also be at least 1 inch of space between each committee member and the Dean of the SGSR.

The committee chairperson should have the first signature place and remaining committee members should follow, including the outside reader. The approved signature page will be kept on file in the SGSR.

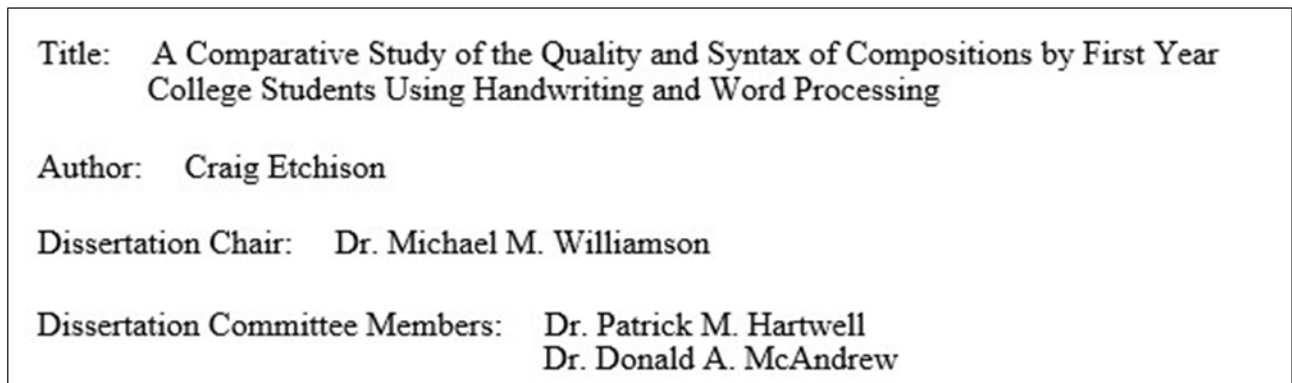
The signature page is page ii unless a copyright page is included in the thesis or dissertation and then it will be page iii.

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 3 (next page). An example of an abstract page is included in the Appendices of this manual.

Figure 4

The top Four Lines of an Abstract Page



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 4. 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 between title and page number. **It is strongly recommended to keep chapter titles and section subtitles concise. Avoid punctuation.**
- Listing section subtitles or subheadings is optional for MLA, but at least level-1 headings must be in the TOC for APA. 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.
- 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 text. This means all headings must match each other word for word.
- The format of the chapter number on the Table of Contents must match that used in the body of the thesis or dissertation, so 1 used in the TOC must mean CHAPTER 1 (not One or I) is used in the document itself.
- Use Chapter and Page column headings to reduce repetition on the Table of Contents. This Chapter 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 (or 2 or TWO)	REVIEW OF RELATED LITERATURE 8
	Programming in Elementary School Guidance and Counseling 8
	Evaluation as a Component of Program Development 22
	Role of Various People in the Evaluation Process 25
	Attitudes toward Evaluation 29
	Training of School Counselors in Program Evaluation 34
	Current Research Relating to Program Evaluation by Elementary School Counselors 41
	Survey Research 46

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 5.) 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.

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 captions 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>.

FINISHING YOUR DEGREE

There is more to graduating than the final defense. 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 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. Submit 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.

Publishing Agreement

This agreement grants the IUP Libraries the right to post the Candidate’s dissertation on their website. **Note:** When submitting your thesis or dissertation to [ProQuest](#), if 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.

Signature Page

Submitting approved signature pages:

- **Option 1:** Thesis/Dissertation chair will initiate an email to the entire thesis/dissertation committee using only official university email addresses (**do not** cc any SGSR personnel). 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 [Doctorof/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**]

Once each member has replied in the affirmative to the email, the Chair will forward the entire email approval string to grad-research@iup.edu as a single email message. The subject header should be the “[Name of Student] Signature Page”

The signature page in the actual thesis/dissertation should be modified by the student to say “Approval on file” on the line above each committee members’ name and rank, and on the line above Dr. Hilliary Creely’s name and title. The date that committee approved your defense should appear on the corresponding date lines next to each of committee members’ signature lines. Leave the date line empty next to Dr. Hilliary Creely’s signature line.

- **Option 2:** If ink signatures have been obtained on the signature page email it to grad-research@iup.edu. The subject header should be “[Student Name]: Signature Page.” Please save, but do not mail originals.

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).

Timely Submission of Required Forms

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

Acceptance of Thesis or Dissertation

The Dean of the School of Graduate Studies and Research will approve your thesis or dissertation and notify you by 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 SGSR do not explicitly endorse any of the following companies:

- [ProQuest](#):
<https://www.proquest.com/index?parentSessionId=Zqx%2FiBflk70Lc0gII8bH529jxK5e0RnRIFBqSzx%2BvE%3D&accountid=11652>
- Wert Custom Theses: <http://www.wertbookbinding.com>
- PHD Book Binding: <http://www.phdbookbinding.com>
- Book1One: <http://www.book1one.com>
- Thesis on Demand: <http://www.thesisondemand.com>
- Acme Book Binding: <http://www.acmebook.com>

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

APPLYING FOR GRADUATION THROUGH 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>.

PERCEPTIONS OF TEACHING PRACTICES
AT A MIDWESTERN UNIVERSITY

A Dissertation

Submitted to the School of Graduate Studies and Research

in Partial Fulfillment of the

Requirements for the Degree

Doctor of Education

Jane L. Smith

Indiana University of Pennsylvania

January 2022

A COMPARATIVE ANALYSIS OF
SELECTED WOMEN WRITERS

A Thesis

Submitted to the School of Graduate Studies and Research

in Partial Fulfillment of the

Requirements for the Degree

Master of Arts

John Henry Doe

Indiana University of Pennsylvania

January 2022

Note: This page is optional.

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Note: This roman numeral should be within the footer of the page.

Indiana University of Pennsylvania
School of Graduate Studies and Research
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

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Hilliary E. Creely, J.D., Ph.D.
Dean
School of Graduate Studies and Research

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

We hereby approve the dissertation of

Student Name

Candidate for the degree of Master of Science

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John H. Doe, Ph.D.
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Sally Sample, Ph.D.
Assistant Professor of Biology

ACCEPTED

Hilliary E. Creely, J.D., Ph.D.
Dean
School of Graduate Studies and Research

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

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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: