

THE NORTHERN MICHIGAN UNIVERSITY
GUIDE TO THE PREPARATION OF THESES

By

Office of Graduate Education and Research

Revised March, 2016

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PREFACE

The following guidelines describe the uniform thesis format required by graduate students in all departments at Northern Michigan University. All completed theses, from whatever department or discipline, must meet these requirements. When conflicts arise between formatting recommended by this manual, and that recommended by a specific style guide, follow the recommendations provided in this manual.

This guide is available on the webpage of the Office of Graduate Education. If a student does not understand how to format the thesis, that student should contact their thesis advisor for further assistance.

All theses will be submitted electronically to the NMU Commons at <http://commons.nmu.edu/>. There is no fee for this service.

An electronically submitted thesis plus two paper copies of the original Signature Approval Form must be received by the Office of Graduate Education and Research. **It is important to note that the Signature Approval Forms, with all signatures included except that of the Assistant Provost of Graduate Education and Research, must be received in the Office of Graduate Education and Research before the electronic thesis will be evaluated by the Assistant Provost of Graduate Education and Research.** When writing the thesis, students must follow the instructions in this guide, in addition to adhering to specific departmental requirements.

In summary, the following thesis items must be completed at least 30 days prior to the end of the semester:

Submit to the Office of Graduate Education and Research:

- 1) Two **original** signature pages with all the data requested completed and with spelling and titles correct. Both of these pages should be signed by everyone on the form with the exception of the Assistant Provost of Graduate Education and Research.

The **Signature Page** template may be found on the Graduate Education and Research website: <http://www.nmu.edu/graduatestudies/node/28>

Submit to NMU Commons (<http://commons.nmu.edu/>):

- 2) Final electronic version of your thesis along with your reader's names and e-mail addresses.

INTRODUCTION

These guidelines specify the thesis requirements established by the Office of Graduate Education and Research of Northern Michigan University. Academic departments may have additional requirements. This guide addresses format and presentation concerns. The Office of Graduate Education and Research assumes that the research meets departmental standards and that the final thesis has been approved by the thesis advisor and committee. This handbook also assumes students have good command of the English language and that appropriate standards of usage are followed in the thesis text. This edition of *The Northern Michigan University Guide to the Preparation of Theses* supersedes all previous guides. All questions regarding the thesis format not adequately answered in these guidelines should be directed to the thesis advisor, who may contact the Office of Graduate Education and Research.

Many departments require an oral defense of the thesis. All requirements, including the oral defense, should be completed before the thesis is submitted to the Office of Graduate Education and Research.

The completed thesis must conform to the instructions in this handbook as well as to any special requirements of student's department. Any deviations from these guidelines must be approved by the thesis advisor. It is the thesis advisor's responsibility to determine whether these deviations are acceptable to the department and to the Office of Graduate Education and Research before signing the final Signature Approval Form. The Office of Graduate Education and Research may request reformatting of the manuscript if the deviations are unacceptable.

The Office of Graduate Education and Research must receive the completed Signature Approval forms and the completed thesis thirty (30) calendar days prior to graduation. The student is responsible for making certain that the signed form indicating the completion of the thesis and the electronic version of the thesis are submitted to the Office of Graduate Education and Research before the deadline.

GENERAL REQUIREMENTS

The student must submit their thesis to the thesis advisor or major professor for departmental suggestions and approval. The thesis author is responsible for editing the thesis and making corrections. After consultation with the thesis readers and the incorporation of their suggestions, the student must then electronically submit the manuscript to the following website:

<http://commons.nmu.edu/>

Many departments specify a preferred style manual, and the student must use that manual or other sources specified by the department. If the department does *not* specify a manual, the student may use any of the below-named thesis guidebooks as a final guide. For consistency of style, a student should choose only one reference as a guide. The guide or format followed must be specified in the acknowledgments, the preface, or the introduction, in that preferred order.

An exception to the acceptable Guidebooks noted below is that students may submit either their entire thesis, or a thesis chapter, in a journal-ready format. If a student chooses this option, they must: 1) clearly indicate on the Acknowledgement Page, Preface, or in the Introduction, to which peer-reviewed journal the chapter/thesis will be submitted, 2) provide a link to the “Instruction to Authors” page for that specific journal, and 3) if only one chapter is written according to the guidelines for a peer-reviewed journal, indicate which style manual has been used for subsequent chapters.

ACCEPTABLE THESIS GUIDEBOOKS

The ACS style guide: a manual for authors and editors. Washington, DC: American Chemical Society, most current edition.

American Medical Association manual of style: a guide for authors and editors. Baltimore: Williams and Wilkins, most current edition.

The Chicago manual of style: the essential guide for writers, editors, and publishers. Chicago: University of Chicago Press, most current edition.

MLA style manual and guide to scholarly publishing. New York: Modern Language Association of America, most current edition.

Publication manual of the American Psychological Association. Washington, D.C.: American Psychological Association, most current edition.

Scientific style and format: the CBE manual for authors, editors and publishers. Cambridge; New York: Cambridge University Press, most current edition.

FORMAT REQUIREMENTS

I. Fonts

- a. Theses should be written in 12-point fonts.
- b. Common symbols, such as those in scientific notation, may be used.

II. Text Formatting

- a. Text should be left-justified.
- b. Most theses sections should be double-spaced.
- c. The left margin should be 1.5 inches wide; all other margins should be 1.0 inch in width.
- d. Place centered page numbers at the bottom of the page.
- e. Spacing:
 - i. Double-space the abstract and the general text of the manuscript.
 - ii. Long tables, long quotations, footnotes, multi-line captions, and bibliographical entries should be single-spaced. Follow the guidelines of the style manual used.
 - iii. Any subheading at the bottom of a page must have at least two full lines of text below it. Otherwise, the subheading should begin on the next page.

- f. Paragraph divisions may be indicated by an initial left-indented line or by skipping a space between paragraphs. The format followed must be consistent throughout the thesis.

III. Divisions and Subdivisions

- a. If the text is divided into chapters or subdivided sections, any of the methods for headings recommended in the style manuals may be used, provided consistency is maintained throughout the document.

IV. Footnotes

- a. Style manuals provide guidelines for footnoting. The footnoting style adopted from a style manual must be used consistently throughout the project. All footnotes must conform to margin and font requirements.

ORDER OF THESIS ELEMENTS AND PAGE NUMBERING

For the purpose of these guidelines, the thesis is composed of three distinct parts:

- Preliminary Pages
- Main Text Pages
- Reference Pages

Each of these major parts has several sections, which are to be arranged in the order listed in the following table. The “Preliminary Pages,” where numbered, use small Roman numerals, and the “Text Pages” and “Reference Pages” use Arabic numerals.

Table 1, below, lists the order in which the elements of the thesis should be arranged, indicates which pages should be numbered and the type of numbering to be used, designates required or optional elements, and indicates which elements are listed in the Table of Contents.

Table 1. Sequence and Pagination.

Sequence	Pages to be Counted	Required (R), May be Necessary (MN), Optional (O)*	List in Table of Contents
Title Page	No	R	No
Signature Approval	No	R	No
Preliminary Pages: Begin with Roman numerals starting at (i).			
Abstract	Yes	R	No
Copyright Page	Yes	R	No
Dedication Page	Yes	O	No
Acknowledgments Page	Yes	O	No
Preface	Yes	O	No
Table of Contents	Yes	R	No
List of Tables	Yes	MN	Yes
List of Figures	Yes	MN	Yes
List of Symbols & Abbreviation	Yes	MN	Yes
Main Text: Arabic number starting at (1).			
Introduction	Yes	R	Yes
Body of Thesis	Yes	R	Yes
Summary and Conclusions	Yes	R	Yes
Reference Pages: Continue Arabic numbers.			
References	Yes	MN	Yes
Appendices	Yes	MN	Yes

*R=Required of all theses; MN=May be Necessary, i.e., some elements, such as the List of Symbols & Abbreviations, may be necessary for some theses but not for others; consult the thesis advisor; O=Optional, i.e., the student, working with the thesis director, can choose whether to include these elements.

PRELIMINARY PAGES

Title Page

1. Place the title on the 4th line.
2. Type the centered title in CAPITAL LETTERS.
3. Skip 2 lines and center type “By”.
4. Skip 2 lines and center type the student’s name as it will appear on the diploma.
5. Skip 10 lines and center type “THESIS”.
6. Skip two lines and type, centered and single-spaced:

Submitted to
Northern Michigan University
In partial fulfillment of the requirements
For the degree of

7. Skip two lines and type centered in CAPITAL LETTERS the name of degree awarded.
8. Skip two lines and type, centered, “Office of Graduate Education and Research”.
9. Skip two lines and type, centered, the month and year in which the thesis is completed.

Signature Approval Form:

A template of the Signature Approval Form may be found on the Graduate Education and Research website: <http://www.nmu.edu/graduatestudies/node/28>. The form included within the thesis should include the thesis title, the student’s name and all the correct names and titles for the thesis chairperson, reader(s), department head, and Assistant Provost of Graduate Education (currently Dr. Robert J. Winn). The on-line version of this form is not signed, but two original copies of the signature pages should be completed (with the exception of the final signature line) and submitted to the Office of Graduate Education and Research.

Abstract: Number this page with the Roman numeral “i”.

1. Type “ABSTRACT” centered at the top of the page.
2. Double-space and type, centered, the thesis title in CAPITAL LETTERS.
3. Double-space and type, centered, the word “By.”
4. Double-space and type, centered, author’s full name as it will appear on diploma.
5. Double-space and type, left-justified and double-spaced, the text of the abstract.
6. Include in the abstract a statement of the problem, a description of the methods, and the major findings of the study.
7. The abstract of a master’s thesis must not exceed one page or include any figures.
8. Students submitting a creative writing thesis should follow the directions of the

thesis advisor for the format and content of the abstract.

Copyright Page

Number this page with the Roman numeral “ii”. The copyright statement is placed anywhere on its own page using the author’s legal name and the date of acceptance of the thesis. Please see copyright format example on page 15 of this guidebook.

Dedication Page: (optional—use Roman numerals if included). The dedication page should be brief with text centered on the page.

Acknowledgments Page: (optional— use Roman numerals if included):

1. Type “ACKNOWLEDGMENTS” centered at the top of the page.
2. Skip four lines. Begin the text, left-justified, and double-spaced.

Preface (optional— use Roman numerals if included).

1. Type “PREFACE” centered on the first line of the page.
2. Skip four lines and begin the text, left-justified and double-spaced.

Table of Contents: (number this page with a Roman numeral). Use leading periods between the end of the page or subsection title, and the page number.

1. Type “TABLE OF CONTENTS” centered at the top of the page.
2. Skip four lines and begin the listings.
3. Single space within each left-justified entry and double-space between entries.
4. The titles of the chapters or sections and subdivisions should be listed. Titles must be worded exactly as they appear in the body of the thesis.
5. No material preceding the Table of Contents is listed in it.

List of Tables: (number this page with a Roman numeral if used). Use leading periods between the table title, and the page number.

1. Type “LIST OF TABLES” centered at the top of the page.
2. Skip four lines and begin the entries.
3. Single-space each left-justified listing and double-space between entries.
4. The “List of Tables” lists the table title only, as it appears in the text.

List of Figures: (number this page with a Roman numeral if used). Use leading periods between the figure title, and the page number. Use the format described above for List of Tables.

List of Symbols or Abbreviations: (number this page with a Roman numeral if used). Use the format described above for List of Tables.

Main Text

Introduction: Number all subsequent pages with Arabic numbers; numerals should be centered 0.5" from the bottom of the page.

1. Type "INTRODUCTION" centered at the top of the page.
2. Skip four lines, and begin typing the double-spaced text.
3. The "Introduction" should contain a brief statement of the investigated problem.

Body of the Thesis

1. This section includes all of the divisions and subdivisions in a format identical to that specified in the Table of Contents.
2. Type the first division title at the top of the page, skip four lines, and begin typing the double-spaced text.
3. Major sections should begin on separate pages; sub-sections should not be placed on separate pages.

Summary and Conclusions: This section is the last major division of the text.

References

Reference Material (number pages consecutively if used).

1. Any thesis that uses other works, either in direct quotation or by reference, must contain a list of these sources.
2. For the cover sheet, type “REFERENCES” or “WORKS CITED” centered. Correct choice between these listings depends on the student’s overall format choice. For example, students using APA style will use the former designation; students using MLA style will use the latter.
3. Skip four lines and begin the list of sources.
4. The list of sources is single-spaced within the individual entry and double-spaced between entries. Entry format is given in the style manual used by the student.

Appendices (number pages consecutively if used).

1. Some theses will not need appendices. Others will use them to provide supplemental material.
2. Appendices must meet paper, font, and margin requirements.
3. To format the first appendix type “APPENDIX A” centered at the top of the page, skip four lines, and type the title of the appendix.
4. Skip four lines and begin the material.
5. For subsequent appendices, on the next page type “APPENDIX B”, “APPENDIX C”, etc., centered at the top of the page. Each appendix starts on a new page with the appendix letter and title at the top of the page.

Tables and Figures (number pages consecutively if used).

1. The word “Table” refers to tables only. The word “Figure” designates all other material used in the body of the thesis and in the appendices, including charts, graphs, maps, photographs, plates, drawings, recording discs, and diagrams.
2. Legends and Numbers
 - a. Give every figure or table a number and a legend, a descriptive title that is generally one sentence of text. “Captions” are the descriptors of tables and figures and are generally one line of type.
 - b. The number and legend of a table are placed *above* the top line of the table.
 - c. The number and legend of a figure are placed *below* the bottom of the figure.
 - d. The legends as they appear with the tables and figures must be identical with their listing in the preliminary pages.
 - e. Tables and figures are numbered in separate series, and each table and figure has a unique consecutive number in its own series.

- f. The page on which the table or figure appears is numbered consecutively with the main text.
- g. Tables and figures may be inserted close to the text that they illustrate, or they may be placed in appendices.

PLAGIARISM AND USE OF COPYRIGHTED MATERIAL

Plagiarism is defined in the Merriam-Webster's dictionary as "...to steal and pass off (the ideas of words) of another as one's own...". It is the responsibility of the student to avoid plagiarism and the responsibility of the departmental faculty to assure that the thesis work is original. All suggestions of plagiarism will be investigated, and, if guilty, students will be penalized. A discussion of plagiarism and of proper use of citations can be found on the NMU Writing Center site: <http://www.nmu.edu/writingcenter/> Any thesis writer not familiar with the problem of plagiarism and the penalties that follow from its use should consult the *NMU Student Handbook*.

If a student quotes extensively from copyrighted material, the student is required to obtain permission from the author or publishers. Copies of the permission for use of copyrighted materials must be submitted as an appendix of the thesis. Since obtaining permission is often a lengthy process, students should begin obtaining copyright releases as soon as they decide to use the material. Students can often save themselves this effort by avoiding lengthy quotations that require copyright release.

USE OF REPRINTS IN THESES

Reprints may be used in the body of a thesis if the student is the primary author, that is, the student must have had primary responsibility for the research as well as the preparation and the editing of the manuscript used for the reprint. Such reprints, if used, must constitute only a subsidiary part of the thesis. Using reprints as part of the thesis must be approved by the student's thesis director and committee. Some discussion of the reprint(s) must occur within the body of the thesis. If the reprinted material is copyrighted, the student has the responsibility to secure permission to use this material in the thesis.

HUMAN OR ANIMAL SUBJECT USE

If humans or animals were used as subjects in the experiments that are described in the thesis, a copy of the approval notice (one page) from the Human Subject Research Review Committee, or the **first page** of the approved application from the Institutional Animal Care and Use Committee, must be included as an appendix with the thesis.

SAMPLE TITLE PAGE

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

THESIS

Submitted to
Northern Michigan University
In partial fulfillment of the requirements
For the degree of

MASTER OF SCIENCE

Office of Graduate Education and Research

May 2014

SAMPLE SIGNATURE APPROVAL FORM
SIGNATURE APPROVAL FORM

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

This thesis by Abraham Van Helsing, IV is recommended for approval by the student's Thesis Committee and Department Head in the Department of English and by the Assistant Provost of Graduate Education and Research.

Committee Chair: Date

First Reader: Date

Second Reader (if required): Date

Department Head: Date

Dr. Robert J. Winn Date
Interim Assistant Provost of Graduate Education and Research

SAMPLE ABSTRACT

ABSTRACT

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

Throughout the history of mankind various methods have been used to rid the world of vampires, otherwise known as *nosferatu*, the undead, Code V situations, and other designations. These methods have ranged from the primitive impalement with wooden stakes and decapitation, through sprinkling with holy water, exposure to sunlight, and, most recently, penetration with graphite “dum-dum” bullets fired from special automatic weapons. This study surveys the currently available methods of destroying vampires and evaluates the positive and negative aspects of each method of elimination. The methods used to evaluate each of the methods of vampire destruction are

SAMPLE COPYRIGHT PAGE

Copyright by

ABRAHAM VAN HELSING, IV

2006

Sample Dedication Page

DEDICATION

This thesis is dedicated to my wife, Isabella Smith, and to my parents, Drs. Abraham and Victoria Van Helsing, III.

SAMPLE ACKNOWLEDGMENTS PAGE
ACKNOWLEDGMENTS

The author wishes to thank his thesis director, Dr. Marcie Saberhagen, for her extensive advice and support; Dr. Lance Humboldt, who first suggested and discussed the topic; the staff at Olson Library, especially Dr. Percival White in Interlibrary Loans; and his wife Isabella for her financial support. Without the help of these people, this project could not have been completed.

This thesis follows the format prescribed by the *MLA Style Manual* and the Department of English. [*IF AN ACKNOWLEDGMENTS PAGE IS NOT USED, INDICATE THE STYLE MANUAL FOLLOWED AT THE END OF THE PREFACE; IF A PREFACE IS NOT USED, INDICATE THE STYLE MANUAL USED IN THE FIRST SENTENCE OF THE INTRODUCTION.*]

SAMPLE PREFACE

PREFACE

The cost of the research covered in this project has been underwritten by grants from various organizations, including....

This thesis follows the format prescribed by the *MLA Style Manual* and the Department of English. *[IF AN ACKNOWLEDGMENTS PAGE IS NOT USED, INDICATE THE STYLE MANUAL FOLLOWED AT THE END OF THE PREFACE; IF A PREFACE IS NOT USED, INDICATE THE STYLE MANUAL USED IN THE FIRST SENTENCE OF THE INTRODUCTION].*

SAMPLE TABLE OF CONTENTS
TABLE OF CONTENTS

List of Tables	(vii)
List of Figures	(viii)
Symbols and Abbreviations	(x)
Introduction.....	1
Chapter One: Problems of Historical Accuracy and Reporting.....	6
Chapter Two: Authenticated Methods of Vampire Elimination.....	15
Chapter Three: Evaluation of the Authenticated Methods Using Historically Accurate and Modern Methods to Determine Efficacy.....	30
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Sample List of Tables
LIST OF TABLES

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SAMPLE LIST OF FIGURES
LIST OF FIGURES

Figure 1: Position of Sharpened Stake Held by Stakeholder20

Figure 2: Religious Elements Used Against Vampires.....25

Figure 3: Gun used for Firing Graphite Bullets48

Figure 4: Photograph of Remains of Destroyed Vampire84

SAMPLE OF FIRST PAGE OF INTRODUCTION

INTRODUCTION

This sentence begins the first page of the Introduction. *[NOTE: IF THE STYLE MANUAL USED IS NOT IDENTIFIED AT THE END OF THE ACKNOWLEDGMENTS PAGE OR THE END OF THE PREFACE, BECAUSE THESE ELEMENTS HAVE NOT BEEN USED, THEN IT SHOULD BE IDENTIFIED IN THE FIRST SENTENCE OF THE INTRODUCTION: "THIS THESIS FOLLOWS THE FORMAT PRESCRIBED BY THE MLA STYLE MANUAL AND THE DEPARTMENT OF ENGLISH." THEN BEGIN A NEW PARAGRAPH WITH THE ACTUAL FIRST SENTENCE OF THE INTRODUCTION.]* The Introduction should give a brief statement of the problem being investigated; it should also outline the scope, aim, and general character of the research as well as provide any necessary background for understanding what follows in the discussion.

The Introduction is left-justified and double-spaced; paragraph divisions may be indicated by left-indentation (as in this example) or by leaving two blank lines in the double-spaced text.

SAMPLE FIRST PAGE OF TEXT
CHAPTER ONE: PROBLEMS OF HISTORICAL ACCURACY AND REPORTING

This line begins chapter one of the text of the thesis. This section should include all of the divisions and subdivisions of the text in a way that exactly matches the divisions listed in the Table of Contents. The text is double-spaced throughout.

Paragraph divisions may be indicated by indenting the first line, or by leaving a blank line in the double-spaced text. Major divisions, such as chapters, should begin on a new page.

SAMPLE SUMMARY AND CONCLUSIONS
SUMMARY AND CONCLUSIONS

This section, the last major division of the text, is double-spaced throughout.

Paragraphs may be separated by indenting or skipping a double-spaced line, whichever was followed to format the body of the thesis.

SAMPLE BIBLIOGRAPHY
WORKS CITED

Angstrom, Rabbit. *Vampires of Used Car Lots*. New York: Some Person Press, 1968.

VanSclezle, Eleanor. "Way to Mislead a Vampire." *Journal of Applied Paranormal Investigation* 4.12 (2001): 231-33.

Sample Page for Appendix
APPENDIX A

This page represents the form for each appendix used in the thesis. Each appendix starts on a fresh page with the layout as indicated here. Place the appendix letter at the top of the page centered; skip four lines, and type the appendix title in all caps. Skip four lines, and begin the appendix.