

THESIS MANUAL

by

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Introduction

Definition of Thesis

The-sis /n (L, Gk, lit., act of laying down, fr. Tithenai to put, lay down): a position or proposition that a person (as a candidate for scholastic honors) advances and offers to maintain by argument. It is an extensive original research paper/creative project that should result in a significant contribution to knowledge in one's area of expertise.

This guide is designed to assist you and your adviser in meeting the thesis format requirements established by the Graduate Council of the University of Wisconsin-Eau Claire.

Your thesis must be written in English and must be prepared according to the instructions outlined in this guide. In addition, it must meet any other requirements your department may specify.

A variety of style manuals are available (see Style Guides section) to assist students in writing their theses. If any points in the style manual you select differ from any rules in the *University of Wisconsin-Eau Claire Thesis Manual*, the rules in this guide take precedence.

The minimum specifications delineated in this guide must be met in order for a thesis to be accepted by the University Dean of Graduate Studies. Projects not meeting these specifications will not be accepted. Do not wait until your thesis has been completed to determine compliance with standards and requirements.

Please do not use earlier theses as style and format models as they may not reflect current standards and/or requirements.

Preparation of a thesis can be an expensive undertaking. You should have a clear understanding in advance as to the costs involved.

Expenses incurred by student

1. Registration for thesis credit.
2. Professional typing service, if it is desired by the student.
3. A minimum of twenty pound, 25% to 100% cotton bond paper is required for the final two copies. You can determine whether the paper you are using is cotton bond by holding the paper up to light and noting the cotton symbol or word "cotton." In addition, the percentage of cotton in the paper is also visible when held to the light. The paper must be acid free.
4. Duplicating costs of the final copies. Two copies are required by the graduate office; copies may also be required by your department/program and your thesis committee members.

5. Binding fee required for the two copies submitted to the graduate dean's office and any other copies.

Questions regarding the format of your thesis that you feel are not answered in this manual may be directed to the Graduate Office, (715) 836-2721. If you have any questions, call the office before preparing your final draft.

Suggested Sequence of Events

1. Select thesis adviser and topic
2. Select thesis committee members
3. Prepare proposal and Institutional Review Board for the Protection of Human Subjects in Research (IRB) forms and/or Institutional Animal Care and Use Committee (IACUC) forms if required
4. Distribute proposal, IRB and IACUC forms to thesis adviser
5. Revise proposal, if necessary
6. Obtain approval from the appropriate school or department IRB or IACUC
7. Submit proposal to University-wide IRB or IACUC
8. Revise proposal, if necessary
9. Obtain IRB or IACUC approval
10. Implement approved proposal procedures
11. Consult with thesis adviser (and committee) as needed
12. Prepare final draft of thesis
13. Submit final draft to thesis adviser
14. Revise if necessary
15. Distribute final draft to thesis committee
16. Obtain Petition Form from the graduate dean's office to schedule orals
17. Take oral examination, in compliance with timetable for appropriate term, if written comprehensives have been passed
18. Send Warrant of Completion to the graduate dean's office
19. Revise if necessary
20. Obtain approval of thesis committee and required signatures
21. Obtain approval from the dean's office bind thesis (two complete copies of thesis, including an abstract in each), in compliance with timetable for appropriate term.
22. Take thesis to a bindery/print shop for binding
23. Return two bound copies to the graduate dean's office, in compliance with timetable for appropriate term
24. Submit Thesis Agreement Form to the graduate dean's office – see example page

Thesis Procedures

Selection of a Thesis Committee

The students should select topics related to their discipline and conduct some preliminary library research on the topic. Once the students have some idea of the research topic, they should arrange a meeting with a **Graduate Faculty** member from their department whom they wish to have as their committee chairperson. If the faculty member agrees to serve as chair, a second meeting may be scheduled. At this meeting, the graduate student and committee chair may discuss a timeline for the completion of the steps involved in the thesis process.

The students must have at least three **Graduate Faculty** members on their thesis committee. The members must include the following: (a) a graduate faculty member serving as the committee chair (from the student's program department), (b) a graduate faculty member from the student's department, (c) a graduate faculty member from a department other than the student's department.

Protection of Human Subjects (IRB)

Institutional Review Board (IRB) approval must be obtained before data collection begins if the proposed research project involves the use of human subjects. Federal law and university policy require that research projects involving human subjects be designed to protect the rights of the subjects. Each proposal involving human subjects and its provisions for their protection must be reviewed and approved first by the appropriate department/school committee and then by the IRB. Examples of projects that must be reviewed by the IRB committee include the following: (a) survey research, (b) personal interviews with subjects, (c) collection of laboratory data from subjects, (d) collection of data from agency records, and (e) sampling body fluids, etc. The IRB review will determine that the rights of human subjects are protected and that appropriate methods for obtaining informed consent will be utilized. All students conducting research with human subjects should obtain copies of the IRB forms from the Office of Research and Sponsored Programs (Human Sciences and Services, room 161).

Use of Animals in Research (IACUC)

Use of vertebrate animals in either field or laboratory activities must be reviewed and approved in advance by the Institutional Animal Care and Use Committee (IACUC). Copies of the IACUC Guide and other pertinent materials may be obtained from the Office of Research and Sponsored Programs (Human Sciences and Services, room 161).

Preparation of the Thesis

Thesis Quality and Content

The thesis must meet acceptable standards of quality, in both content and form, as determined by the thesis adviser before it is approved by the student's examining committee.

Style Guides

The department involved will recommend and the graduate dean will approve the manual to be followed. The most commonly used style manuals include the following: William Campbell, Steven Ballou and Carole Slade, *Form and Style: Theses, Reports, Term Papers*, Houghton Mifflin Co., Boston, most current edition; Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, University of Chicago Press, Chicago, most current edition; *The Publication Manual of The American Psychological Association*, Washington, D.C.: The American Psychological Association, most current edition; and *MLA Handbook for Writers of Research Papers, Theses and Dissertations*, New York: The Modern Language Association of America, most current edition. Specific departments may use other approved manuals. It is mandatory that one approved style guide be used consistently throughout the entire thesis.

Form and Style

Paper Quality: White, twenty-pound (or heavier) 25% to 100% cotton bond paper, 8 1/2" x 11," must be used for the two copies required by the graduate dean's office. You can determine whether the paper you are using is cotton bond by holding the paper up to light and noting the cotton symbol or word "cotton." In addition, the percentage of cotton in the paper is also visible when held to the light. The paper must be acid free.

Typographic Style: One style and size of type must be used throughout the paper. Italicized type may be used for appropriate parts of the paper. All textual material should be double-spaced; long quotations and footnotes may be single-spaced.

Print style: Only letter quality printouts are acceptable. Printouts from an ink jet printer are permitted; printouts from a laser printer are preferred. Only black ink is accepted.

Margins

The margins for the text of the thesis must be one inch at the top, bottom, and right side, and one and one-half inches on the left side of the page. The extra half inch on the left is to allow for binding.

All information, including titles, footnotes, and illustrations must conform to the margins specified (except for the page numbers). Large plates, charts, and other special pages must be reduced, when possible, so that they fit within the prescribed margins. However, any notations or writing on them must be easily legible. When plates larger than 8 ½" x 11" cannot be reduced, refer to the section entitled "Oversized Material" for directions.

Corrections and Markings

No corrections with pen or pencil are acceptable.

Special symbols may not always be available on a keyboard; it is permissible to insert individual characters by using a fine-pointed graphic arts pen with permanent black India ink.

Pagination

Each page in a thesis must be assigned a number. For the preliminaries (pages preceding the first page of the text), lower case Roman numerals (e.g., i, ii, iii, iv, etc.) are placed at the bottom center one inch from the bottom of the page. The manuscript title page counts as page i, although the number should not appear on the page. The official approval page (signed page) counts as page ii, but the number does not appear on the page. The abstract is numbered page iii, and the number appears on the page.

The pages in the body of the thesis, including text, references, and appendices are numbered in Arabic numerals starting with page one. Arabic page numbers should be placed in the upper right corner of each page, one-half inch from each edge.

If there are multiple volumes of a thesis, numbering is continuous from Volume I through all subsequent volumes.

Tables, Figures and Oversized Materials

Questionnaires, business forms, data-processing forms, and other similar materials may be used in their original state, provided the paper, quality of print, size, margin, etc., meet acceptable standards. Oversized documents should be photo-reduced to allow for required margins. Large maps or similar items may be folded and inserted in a pocket inside the back cover.

Photographs must be mounted with a permanent paste or glue. Staples or tape of any kind is not acceptable.

Because of the great variety of forms, no set of regulations could cover all situations. If special problems arise, students should consult their adviser and/or the dean's office.

Arrangement of Contents

1. Title Page – See example page in **Appendix A**
2. Approval Page – See example page **Appendix A** (note: Signatures must be written on the lines provided in black, permanent ink.)
3. Abstract – See example page **Appendix A** (note: The abstract must be double spaced and not longer than 300 words.)
4. Acknowledgments (optional)
5. Preface (optional)
6. Table of Contents – See example page **Appendix A**

Title page, approval page, abstract, and acknowledgments are not listed on the Table of Contents page.

All chapter headings, center headings, and free standing side headings are to be included on the Table of Contents page. All chapter headings should be typed in all capital letters. The capitalization of other headings should be typed as they appear in the body of the thesis. If a heading is longer than one line, the second line should be indented two spaces and single spaced.

The headings on the Table of Contents page appear exactly as they do in the text, (i.e., the same capitalizations and exactly the same wording).

The headings, List of Tables, List of Figures, or List of Plates should be typed on the Table of Contents page if these headings are included in the text. These headings should be in all capital letters. There should be a separate page listing the description of each table, figure, or plate used in the thesis. If these items are included in the appendix, there should be no separate list of tables, figures, or plates.

7. Text – See **Form and Style** section
8. Bibliography – Follow the style manual recommended by your adviser for use in your area of specialization.
9. Appendix(es)

Submit Thesis to the Committee

After your thesis adviser has agreed that you have developed a satisfactory final draft of your thesis, you should distribute copies of the final draft to each member of your thesis committee. At this time you may also wish to schedule your oral exam. The final draft must be provided to the committee members at least 14 days before the oral examination. When the time of your oral has been established, you must file the **Notice of Oral Examination Form (Appendix B)**. This form should be submitted to the graduate dean's office at least **14** days prior to the exam during fall and spring semesters and at least **seven** days prior to the exam during the summer session.

The Oral Exam

At the time of the oral exam, the committee will determine if you have satisfactorily completed your defense of the thesis. In some cases, the committee will discuss revisions that may be necessary for the thesis to be completed to its satisfaction. The chair of the committee will complete the **Warrant of Completion Form**, have each of the committee members sign it, and submit the form to the graduate dean's office. The Warrant indicates whether the oral examination has been successfully completed.

Submit Thesis to the Graduate Dean's Office for Deposit in the UW-Eau Claire Library

Upon successful completion of the oral, the student must make all suggested revisions and submit the final copy of the thesis to each committee member for her/his signature. **Two** complete copies of the thesis must be submitted to the graduate dean's office for approval, in compliance with the timetable for the appropriate term. It is essential that all the requirements delineated in the **Preparation of the Thesis** portion of this document be followed completely. **Appendix C** contains the checklist used by the graduate dean's office for reviewing the thesis for approval. After the approval is obtained, the student must have two copies of the thesis hard bound in **black** buckram covers with **gold** lettering on the spine. The bound thesis must have the author's last name, first name and middle initial, the degree (e.g., M.A.), and the year of publication. This information must be printed vertically down the spine of the thesis. A sample thesis spine is presented in **Appendix D**. Students may wish to have additional copies of the thesis bound for the committee chair and other members of the committee. The two bound copies of the thesis must be returned to the dean's office and the **Thesis Agreement Form** must then be completed by the student (**Appendix E**).

Copyright

In the preparation of a thesis, the author must consider the copyright laws that have evolved to provide protection of the work created by others, including work of others used in the thesis. Copyright laws also protect the author's original thesis work. The required two copies of the thesis are available in the McIntyre Library, through circulation and interlibrary loan. Guidelines are available for fair use of copyrighted printed material, computer programs, and off-air television recording.

For further information about permission forms for securing copyright approval, please contact the office of the Director of Libraries, Library 3005, 836-3715.

Appendix A

(Sample Title Page)

(2" from the top)
(Title of Thesis)

By

(Full Name)

A Thesis Submitted in
Partial Fulfillment of the
Requirements for the Degree of

(Degree)
(Program)

At

The University of Wisconsin-Eau Claire

(Month, Year of Graduation)

(Sample Approval Page)

Graduate Studies
(2" from top)

The members of the Committee approve the thesis of
(Name of Candidate) presented on (Date).

(4 spaces between signatures, all signatures are to be in black ink)

Thesis Committee Member*, Chair

Thesis Committee Member*

Thesis Committee Member*

Thesis Committee Member*

(Etc. if more committee members)

* Use proper name of thesis committee member

APPROVED: *(27 lines below first signature line)*

University Dean of Graduate Studies

(Sample Abstract)

(2" from the top)
 (Title of Thesis)

By

(Full Name)

The University of Wisconsin-Eau Claire, (Year)
 Under the Supervision of (Thesis Adviser)

(Text is double-spaced)

The abstract is 300 words or less and summarizes the original work.

The abstract should not include comments, interpretations, or evaluations that do not appear in the thesis itself. It must follow the exact order of the content of the thesis, and it must retain the person, tense, and number used in the thesis.

The abstract should appear in the bound thesis immediately following the approval page.

(Signature line is six to eight spaces below end of abstract text)

 Thesis Adviser (Signature)

Date

(Page number 1" from bottom)

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(Sample Table of Contents)

(2" from the top)
TABLE OF CONTENTS
(will vary according to discipline)

	Page
LIST OF TABLES	v
LIST OF FIGURES	vi
LIST OF PLATES	viii
Chapter	
I. INTRODUCTION	1
Review of Literature	3
Statement of Problem (Hypothesis)	5
II. METHODS	7
Subjects	8
Materials	9
Procedures	12
III. RESULTS	19
Statistical Analyses	20
Observations	29
IV. DISCUSSION	32
Interpretations	32
Conclusions	40
V. SUMMARY	46
BIBLIOGRAPHY (Or Literature Cited)	50
APPENDIXES	
A. Letter of Transmittal	65
B. Charts and Maps	66
C. Manuscripts	85

(page number – Roman Numeral and 1" from bottom)

Appendix B

**GRADUATE STUDIES
UNIVERSITY OF WISCONSIN-EAU CLAIRE
NOTICE OF ORAL EXAMINATION**

The Oral Examination for

_____ **(Student's Name)** _____

has been scheduled as indicated below. Oral examinations must be taken at least one week before the end of classes in the term in which the student plans to graduate. The oral examination must not be held until the student has satisfactorily completed the written comprehensive examination and, if appropriate, has had the thesis or research paper approved by the thesis or research paper adviser.

Date and time of Exam _____

Location _____

_____, COMMITTEE CHAIR

DEGREE AND PROGRAM _____

OPTION: Thesis Research Paper Non Thesis

This form should be submitted to the Graduate Dean's Office at least 14 days prior to the oral examination during fall and spring semesters and at least 7 days prior to the exam in the summer session. If submitted in advance of the student's written comprehensive exam, any approval indicated below is contingent upon successful completion of that exam. Upon approval, copies will be sent to the student, committee members, and the department chair or program coordinator. An additional copy will be provided to the latter, that it may be posted in the department office. Please refer to the current timetable for the deadline for the semester/session.

Thesis/or Research Paper Title:

APPROVALS:

**Dept. Chair, Adviser, or Program
Coordinator** _____

Date

Dean _____

Date

**The oral examination cannot be held in a faculty office.*

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Appendix C

University of Wisconsin-Eau Claire

Thesis Check List

_____, Student

___ Title Page

___ Abstract

___ Signatures, in black permanent ink

___ Tables/Figures

___ Charts/Graphs/Photos

___ Type

___ Bond Paper (watermark checked)

___ Spacing

___ Page Numbering

___ Margins

___ Specific Instructions Not Included Above

___ Lettering on the spine of the bound copies

___ Acceptable when above changes/corrections made

___ Must be reviewed after above changes/corrections made

Deadline for Submission:

Date Reviewed:

Reviewed by:

Appendix D

Appendix E

This agreement is made between

[hereinafter called the author(s)] and the University of Wisconsin-Eau Claire for the following described work:

The author(s) agrees to grant the University of Wisconsin-Eau Claire the right to duplicate and distribute the above described work. It is understood that the work will be distributed at cost with no profit due the University or royalty due the author(s).

The University recognizes the author(s) as holder of the copyright and agrees to make the requester aware of the copyright privileges of the author(s), both at the time of the request and with a written notice at the time of distribution. The author(s) retains the right to cancel this agreement upon written notice to the University Copyright Officer.

This agreement has been signed on: _____

(Author's Signature)

(Author's Signature)

The University of Wisconsin –Eau Claire
By:

(Signature)

(Title)

(Signature)

(Title)