

Evangel University Thesis
Guide to Preparation and Submission
Graduate Studies

PREFACE

Writing a thesis is a challenging learning experience. You will join a long line of scholars who have demonstrated mastery of a particular subject of interest and contribute your efforts to the advancement of knowledge.

Although the thesis is clearly an individual effort, your chairperson and committee members stand ready to help you throughout the process. You will be challenged to identify a meaningful research question and design a methodologically sound approach to finding an answer. In addition you will demonstrate an ability to comprehend a substantial portion of research literature, identify those constructs relevant to your inquiry, and work to increase the level of analysis and synthesis in the domain that has captured your imagination.

As you begin your quest for that ideal research problem, keep in mind that joining the ranks of your fellow researchers means contributing to the advancement of knowledge. Rarely does individual brainstorming and perusal of nontechnical writing in search of a unique topic contribute to a serious scientific effort. Instead, scholarship begins with an appreciation of what has been done and an understanding of what needs to be done to move our science one step further. Unrelated projects serve more of a distracting and fragmenting function rather than an integrative and explanatory function. As behavioral scientists and educators we seek to better understand human behavior. As clinicians and teachers we hope to identify principles that will benefit those we expect to treat and teach. As Christians we endeavor to integrate our faith with our work to demonstrate Christ's love for all people.

The Graduate Studies Council of Evangel University has adopted the manuscript style found in the Publication Manual of the American Psychological Association (Author, 2001) for the Master's degree. For the most part you will find that writing a master's thesis is similar to preparing an extensive manuscript according to APA style. There are some aspects of style that are unique to a master's thesis that will be covered in this document.

May God bless your work.

Sincerely,

The Graduate Studies Faculty

Chapter I

General Format

In this chapter, you will find an outline and description of the basic features of the master's thesis. We encourage you to produce a work that is consistent with the published literature in content, methodology and importance.

Your work may be conceptualized as yielding two significant manuscripts. Your review of the literature should be able to add a meaningful organization to the existing body of research and therefore be of interest to a wide community of scholars. Your entire thesis, when trimmed to manuscript size, should also be of interest to other researchers. In both cases we hope you will have the opportunity to present your work at professional conferences or publish your findings in an appropriate journal.

1.1 Master's Thesis Proposal Format

The requirement of a thesis proposal is determined by the department. The proposal should include at least the following information:

Title page

Table of Contents

Abstract of less than 121 words that summarizes the purpose of the study along with the variables under study.

Chapter 1 Introduction and Literature Review. Include introductory paragraphs that include a statement of importance or need, an initial literature review with headings, a summary paragraph, a concise statement of purpose, research and null hypotheses. In APA style the Introduction and Literature Review are combined as one logical unit.

Chapter 2 Method. Describe your expected participants, materials, research design, setting and apparatus. List and define the independent or other variables. List and describe as needed the dependent measures along with any subscales and relevant psychometric data. Outline the procedure (e.g., instructions, consent, experimenter role, validity check on the independent variable, sequence, timing, control, debriefing).

Chapter 3 Results. Briefly state your planned statistical analyses as related to your hypotheses.

Chapter 4 Discussion. Briefly state what theory, or model or research tie in you will most likely discuss. Write a brief paragraph regarding likely sources of threats to internal and external validity.

References. List all sources you have cited in your proposal. This is not a bibliography.

Appendixes. Include documents you will use. Not all documents will be required by your committee before you begin your data collection. Examples include: Consent form, Copyright permission, Author instrument, Demographic form, Stimulus materials. Appendixes is preferred over the Latin Appendixes seen in old documents.

When it is the intention of a student to submit a thesis for publication in a professional journal, the major advisor may approve modifications to the APA format to meet the journal specifications.

1.2 Master's Thesis Final Project Format

For the most part your thesis will conform to the outline of an APA manuscript. The following outline should be of some assistance.

Blank page flyleaf

Signature page

Copyright page (optional)

Title page i (Title = 10-12 words)

Acknowledgement or dedication page (optional) ii

Table of Contents iv

List of Tables vi

Abstract <121 words

Chapter 1 Introduction and Literature Review

Introduction paragraphs

Comprehensive literature review with headings

Summary paragraph

Statement of purpose (paragraph)

Research and null hypotheses (list format)

Chapter 2 Method. Describe your participants, materials, research design, setting and apparatus. List and define the independent or other variables. List and describe as needed the dependent measures along with any subscales and relevant psychometric data. Outline the procedure (e.g., instructions, consent, experimenter role, validity check on the independent variable, sequence, timing, control, debriefing).

Chapter 3 Results. Report descriptive data and analyses related to hypotheses. Include select tables and figures.

Chapter 4 Discussion. Summarize the results and interpret the findings. Relate findings to theory, model, or existing literature. Discuss threats to internal and external validity. Note problems you encountered and comment on possible future research. If appropriate, suggest how your findings may affect clinical practice.

References. INclude only the references your cite. This is not a bibliography.

Appendixes. Include as appropriate. Examples may include: Consent form, Copyright permission, Author instrument with reliability and validity data, Demographic form, Stimulus materials, Additional charts, tables, figures, Other.

Vita

Blank page flyleaf

Chapter II

Typing And Production Information

In this chapter, you will find instructions for printing and producing the master's thesis. You will also find guidelines for format and style that may be different from an APA manuscript.

2.1 Style Manual

Follow the instructions in this manual. If you have any questions, consult with your Research Advisor.

1. Position all chapter headings two inches from the top of the page.
2. Block and single space hypotheses and research questions.
3. Double-space the remainder of the manuscript except as specified in the APA publication manual (e.g., single spacing for excerpts from interviews).
4. Do not use running heads.
5. Incorporate figures and tables into the text.
6. The left margin must be 1 1/2" to accommodate binding.
7. Hyphenation should be used sparingly and only if gaps in the text or a ragged right margin would occur otherwise. Right justification is acceptable only if there are no wide gaps between words in the text or it is not glaringly apparent that it is being used.

Other exceptions to this style manual will need to be approved first by the student's Research Advisor and thesis committee, and second by the Graduate Council or their designee prior to use by the student. The student's Research Advisor should make a written request to the Graduate Council on behalf of the student and committee.

2.2 Margins

The left margin must be one and one-half inches to allow for binding. The top, bottom, and right margins must be one inch. This leaves a typed area of six by nine inches. If you cannot include a word in its entirety or correctly hyphenate it without intruding into the margin, place the complete word on the next line. Correct settings on word-processing software will take care of this format need. Standard margins must be observed on tables, illustrations, bibliography, and appendixes.

Exercise particular care with margins when photocopying material. Photocopy reproduction can result in a slight enlargement; therefore, please confirm that duplicated material maintains specified margins. Failure to maintain margins may result in a cropped copy during the microfilming process, and possibly result in an unacceptable product.

2.3 Type Face and Quality

Use a twelve-point *Times New Roman* font size. Italics may be used as appropriate to APA style. Print the document using a clear, black resolution of 600 dpi or better laser printer. Dot matrix and ink jet printers are not acceptable.

2.4 Reproduction and Binding

After the research committee has approved the thesis, a final paper copy must be presented to the Office of Graduate Studies. The Graduate Studies Office will have three bound copies made. One copy will be placed in the reference section at Evangel's library; one copy will be available for circulation and interlibrary loan; one copy will be sent to the Research Advisor. The student may request a bound copy for personal use.

Book copies will be printed on 20-25 pound archival quality paper, which is watermarked, and acid free. Students shall bear financial responsibility of binding their research works. Charges for reproduction and binding will be at the current rates plus a \$10 administrative fee. The current rates are available from the Office of Graduate Studies. Degrees will be conferred when the Graduate Studies Office has received the thesis, signature page, and payment in full.

2.5 Paragraphs

When it is necessary to divide a paragraph at the end of a page, at least two lines must appear at the bottom of the page and at least two lines at the top of the following page.

2.6 Research Hypotheses

Block the hypotheses and print them single spaced with double spacing between each entry. Number the research hypotheses as H1, H2, and so forth. Indent them as a blocked quotation. Include the null hypotheses as H01, H02, and so forth. For example:

H1 Clients exposed to cognitive therapy (CT) will significantly improve their rational beliefs compared to those in the discussion placebo (DP) group.

H01 The population mean of CT clients' rational beliefs equals the population mean of DP clients' rational beliefs ($p < .05$).

2.7 Tables

Print short tables (less than one-half page) as double-spaced. A long table covering a page or more may be printed as single-spaced. A long table should start at the top of the page and continue to the following page(s). Short tables should begin and end on the same page and should not begin at the bottom of one page to be continued on the next page. A table should appear in its entirety in the text after it is first mentioned and usually no farther than the following page. Text and tables may appear on the same page. Students should aim to eliminate extraneous space on the page before or after the table. Table titles should be placed above the table and numbered using Arabic numerals. Tables in the Appendix must continue the enumeration begun in the text. Appendix table titles should appear in the List of Tables following those listed in the text.

Multiple tables may be placed on a single page if the titles can be placed in their proper position and if adequate space is provided between tables. If a landscape orientation is used, the bottom of the table should be placed on the right side of the page, allowing for proper margin. In this case, the page number should appear in the usual position and the title must be oriented to read with the table.

2.8 Figures

Designate any diagram, drawing, graph, chart, map, photograph or other type of illustration in the thesis as a figure. A figure or example should appear in the text as closely as possible to the point it is first discussed, usually no farther than the following page. Figure or example titles should be placed outside the figure, two spaces below the figure. Musical examples are to be designated “example” and abbreviated “Ex.” in the caption. Figures are numbered consecutively in Arabic numerals throughout the text. Appendix figures must continue the enumeration begun in the text.

Multiple figures may be placed on a single page if the titles or captions can be placed in their proper position and if adequate space is provided between figures. Figures placed in landscape orientation should have the bottom of the figure on the right side of the page, allowing proper margin, and the title must be oriented to read with the figure. The page number should appear in the usual position.

2.9 Photographic Reduction

If a large figure or table must be reduced by photographic process, the title or legend and page number must be in the same size font as the text. Lettering on the reduced table or figure must be large enough to be legible. The reduced figure and/or table must be centered within the page margins.

2.10 Illustrations

Reproduce tables, charts, graphs, maps, diagrams, and original illustrations using the same method as the text. Graphs, drawings, maps, and other illustrations should be

printed on paper approved by the Office of Graduate Studies. If necessary, the illustrations may be reduced to conform to margins specified for the text.

When photographs are a part of a thesis, all copies of the thesis must have original photographs. Materials that use color should be reproduced in color for all copies. Consult with your Research Advisor about an acceptable process for reproducing oversized materials.

2.11 Pagination

Roman Numerals. The preliminary pages should be numbered with lower-case Roman numerals. The copyright page is *not* numbered. The title and signature pages are assigned numbers, but they do not appear on the pages (see Appendix A). Thereafter, all preliminary pages must show a number. The lower-case Roman numerals should be centered between the margins 3/4 inch from the bottom of the page.

Arabic Numerals. The Arabic numbers begin with the first page of Chapter 1 and continue throughout the study, appendixes, and references. Arabic page numbers should be placed at the right of the page header according to APA style.

In the event that a page showing a figure lacks space for the legend, an extra facing page shall be inserted in front of it. The information is typed on the inserted page so that it faces the figure. The binding (left hand) margin must be 1 1/2 inches. This facing page is neither counted nor numbered.

Preliminary Pages. Include the title, signature, and abstract pages with your thesis. See the examples of these pages in the Appendix to this manual.

Headings. Divide your thesis into chapters as outlined in Chapter I of this document. Follow the APA style manual that applies to the number of headings you will be using per chapter.

Titles of Tables and Figures. Titles must be complete and worded exactly as they appear in the text. If explanatory material is added to the title, it is not necessary to place this material in the List of Tables or List of Figures.

Publication and Binding. Contact the Office of Graduate Studies for the current required binding service.

Microfilming. Masters students are not required to have their theses published or microfilmed. You can contact Proquest Information and Learning, which offers publication services. Proquest recently (2002) charged \$45.00 for full publishing service. In general students retain the copyright to their thesis.

CHAPTER III

Roles and Responsibilities

In chapter III, you will find policies regarding the roles and responsibilities of students, committee members, and others.

The master's thesis is required for the Master of Science Degree. The master's thesis should constitute a significant individual contribution to the field of knowledge. The master's thesis must demonstrate the ability to clearly define a worthwhile problem in the context of existing scientific research, organize and write a thorough literature review, conduct a well designed study, analyze and logically present data, and discuss the findings as related to existing theories or significant research. The basic research idea should originate with the author.

3.1 Student Role and Responsibilities

The author is responsible for the master's thesis from the inception of the idea to the preparation of the final manuscript. Insure that the submitted final product meets accepted standards for scholarly writing, including grammar, spelling, and punctuation. The author should become familiar with all relevant guidelines and regulations detailed in this manual. It is the joint responsibility of the author and Research Advisor to be certain that the research satisfies all University expectations and regulations.

3.2 Research Advisor Role and Responsibilities

The student's academic advisor is normally the student's Research Advisor and is the main coordinator of the thesis. The author must work closely with the Research Advisor in developing the idea, designing the research, and in writing and editing a proposal and final manuscript before they are presented to the committee members for review. Formative reviews of manuscripts by committee members will be made at the request of the advisor. However, committee members should be available to consult with the Research Advisor and author throughout the thesis process. A manuscript distributed to the committee should represent the quality of research and writing acceptable to the Research Advisor.

3.3 Research Committee Role and Responsibilities

A three-member master's committee is comprised of at least two Graduate Faculty members. The third member may be an external member who has knowledge in the student's area of research. The Research Advisor will approve all committee members and make committee substitutions as may become necessary. The Research Advisor should direct the research and the committee member should be available for consultation. The committee has the responsibility to approve or reject the final draft of the thesis. A master's thesis must be signed by all committee members before being submitted to the Graduate Studies' office for final approval.

3.4 Approval of Institutional Review Board

All research conducted by students of Evangel University that involves human participants must be reviewed and approved by the Institutional Review Board (IRB) prior to any data collection. The IRB packet with instructions for this process should be obtained from your department secretary or Research Advisor. The Research Advisor must review and approve the student's IRB proposal prior to submitting the materials to the IRB.

Research involving animal subjects must be reviewed by the Review Board as well. Students should contact their department and/or Graduate Studies Office for protocol instruction.

3.5 The Graduate Studies Office.

The Research Advisor, committee members, and Graduate Studies representative monitor theses to ensure that accepted standards of scholarship, format, and exposition are maintained and that they conform to requirements set forth in this manual.

Chapter IV

Regulations Regarding Thesis Content

In this chapter, you will find information related to additional University requirements regulating the content of research. Topics covered include regulations related to the protection of human participants and animal subjects, classified materials, works previously published and accepted for publication, copyrighted materials by others, intellectual property, academic expectations related to student conduct, and authorship.

4.1 Protection of Human Participants and Animal Subjects

Researchers are responsible for the protection of rights of human participants and animal subjects. Please refer questions to an Institutional Review Board member.

4.2 Classified Materials

One of the primary intents of the thesis effort is to communicate the results of the research to the entire scholarly community. Consequently, any information that is restricted or cannot be disseminated to the public may not be used in a thesis.

4.3 Works Previously Published and Accepted for Publication

Researchers must obtain written copyright permission to reprint a previously published work (including their own work, and their work that has been accepted for publication but has not yet appeared in print). It is important to seek permission to duplicate copyrighted material in a timely fashion so that the thesis is not delayed.

4.4 Copyrighted Materials by Others

Where the copyright owner has provided permission for use of material authored by others, the thesis must acknowledge the source. When large portions of text or original illustrative material from a work currently protected by copyright are to be included in the thesis, written permission must *always* be secured from the copyright owner. To prevent delays in the processing and approval of the thesis (which may jeopardize the intended date of graduation), written permission to include copyrighted material in the thesis should be obtained in the early stages of writing. The following provisions must be made for such use of copyrighted materials:

1. A copy of the copyright holder's written permission must accompany the final thesis when submitted to the Graduate Studies Office. Permission may be included in an Appendix or attached to the agreement for publication.

Notice of permission to use the copyrighted material and the appropriate reference citation must appear in the thesis with the copyrighted material: as a note to, or internal reference in the text; as a source note to a table; or as a credit line to a figure or other illustration. With multiple or long quotations, a permission to quote extensively may be indicated in the acknowledgments section of the thesis.

2. Federal policies regarding copyright may change, and students are obligated to comply with all policies that may be enacted after this manual is released.

4.5 Intellectual Property

It is the policy of Evangel University not to interfere with the long-standing and traditional rights of the faculty, staff, and students, on their own initiative, to write, create, produce, or otherwise generate works or products which are copyrightable, patentable, or of commercial value. Any such materials written, created, produced or otherwise generated by a member of the faculty, staff or a student shall remain the exclusive property of the faculty member, staff member, or student, and that person shall have the sole right of ownership and disposition, unless the materials are written, created, produced or otherwise generated as "works-for-hire" or through significant use of university facilities.

The Intellectual Property Policy covers many topics dealing with faculty, staff and student involvement with copyrightable and patentable works. Definitions and explanations of "works for hire" and "significant use of university facilities" are provided in the policy document.

Students will own copyright in theses which do not:

1. involve research for which the student received financial support in the form of wages, salary, stipend, or grants from funds administered by the University; and/or
2. involve research performed in whole or in part utilizing equipment or facilities provided to the University under conditions which impose copyright restrictions.

Where copyright ownership is retained by the student, however, the student must grant to the University royalty-free permission to reproduce and publicly distribute copies of the thesis. Where significant use is made of University equipment or facilities, provided to the University without copyright restrictions, students own copyright in theses; however, software code, patentable subject matter, and other intellectual property contained in the theses are subject to University intellectual property ownership policy as either a work for hire or University supported work.

Because this policy undergoes periodic review, students are obligated to become familiar with restrictions that may be put into effect after this manual is released.

4.6 Academic Integrity and Professional Ethics

Academic integrity is important for all students at Evangel University. All students are expected to conduct their research and prepare their thesis with respect for Christian ethics, professional ethics, applicable laws and University policies.

4.7 Authorship

Students are encouraged to publish their theses in journals or present the results at professional meetings. A student is usually listed as primary author on any manuscript based on a thesis. Advisors and other committee members are commonly listed as secondary authors depending on the extent of their contribution to the research endeavor. Guidelines for determining author credit can be found in the APA Publication Manual (Author, 2001).

Reference

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

APPENDIXES

Appendix A

Copyright Page Example

Copyright, (FULL LEGAL NAME) 200*

ALL RIGHTS RESERVED

(*Year Thesis Completed)

Appendix B

Title Page Example

(Title of Thesis)

Submitted To The Evangel University

Office of Graduate Studies'

In Partial Fulfillment of the Requirements

For the Degree

Master of Science in (field)

By

(Full Name)

Evangel University

Springfield, Missouri

May, 200*

Appendix C

Signature Page Example

EVANGEL UNIVERSITY

This is to certify that the thesis prepared by (full name of author) entitled (full title of thesis) has been approved by (his/her) committee as satisfactory completion of the thesis requirement for the degree of Master of Science.

Committee Chair name and title

Committee member name and title

Committee member name and title

Department Chair name and title

Appendix D

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(Second Section Header).....	XX
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Materials	XX
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