

GUIDELINES

THESES, FINAL PROJECTS, DISSERTATIONS

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NORTHERN KENTUCKY UNIVERSITY
INSTRUCTIONS FOR THE PREPARATION OF
THESES, FINAL PROJECTS, DISSERTATIONS

INTRODUCTION

Many advanced degrees awarded at Northern Kentucky University require the completion of a thesis, final project or dissertation (all referred to as “document” from here on). This work reflects the quality of both the program that supervises the student and the university that awards the degree. The university sets criteria and standards for the format of the written work, which is available not only for the immediate campus population, but also to a wider scholarly public through our partnership with ProQuest/UMI which is the organization where your document will be housed in addition to a microfiche copy in Stealy Library. The university no longer accepts paper documents.

This manual has two sections. The first contains general information that you will need to write your document. Requirements for formatting, page order, page examples and such – what can be called the mechanics - are part of this. We expect your document to follow the guidelines set forth in them. Any deviation from these without express approval of your program director will not be allowed.

The second section of this manual gives you the information you need to submit your document electronically. NKU no longer accepts printed/paper copies of the final document. The process is easy as long as all the steps are followed.

You are directed to the Graduate Catalog and your program director for complete information on academic requirements and your individual program’s document guidelines.

Thanks to John Hagen of the West Virginia University Libraries for permission to use information on the WVU library ETD website. Thanks also go to Phil Moberg for editing wording suggestions which were followed verbatim.

SECTION ONE
GENERAL INSTRUCTIONS

STYLE MANUAL

Your program has selected the style manual most consistent with the scholarly practice in your discipline. You should consult with your committee chair concerning the manual to be used.

USE OF COPYRIGHTED MATERIAL

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Examples of copyrighted works include websites, articles, questionnaires, tables and pictures. No specific statement that the materials are copyrighted is necessary for the copyright to apply.

The reprinting of copyrighted materials from another source within your document is

Line Spacing The preferred line spacing for the electronic document is one and one-half (1½ lines) rather than single or double line spacing. Either may be used in the body of the document but should remain consistent throughout. Unless specifically directed to by your committee, do not use single spacing. This document is in one and one-half (1½ lines) spacing.

- If using one and one-half or double space, do not use the single blank line, instead the first line of the paragraph must be indented for clarity. Long quotations (more than four lines in length) are to be single spaced and indented from both the left and right margins. Other items that should be single spaced are footnotes/bibliographic entries, chart/graph titles of more than one line, headings, end notes, and material in an appendix. If your style manual has different instructions, you are to follow those.
- Most word processing software has the ability to control for widows and orphans – single lines of a paragraph at the top or bottom of a page. You should turn this on before starting your document. It will force at least two lines of a paragraph to be on the bottom or top of a page.
- You will still have to make sure that a section heading has a least two lines above and below it as well before a page break. If you have a section heading that has a three line paragraph coming at the end of a page, move it all to the top of the next page.
- If you have selected an option to hyphenate words in your document, you will need to make sure the last word on a page is not hyphenated. The easiest way to ensure this does not happen is to turn off the hyphenation option.

Pagination Page numbering begins with the Acknowledgement page, or the page that would follow if you do not include an Acknowledgement page. Beginning with the Acknowledgement, all pages following until the first page of the actual text are to be numbered in small Roman numerals beginning with Roman numeral iii. These numbers are to be on the bottom center of the pages.

- No number is to be placed on the first page of text which is the first page of the first chapter. Arabic numerals should be used beginning with the second page (numbered “2”) and running consecutively to the end of the document (appendices and vita included).
- The first page numbers of each subsequent chapter must be in the bottom center of the page. All other page numbers (Roman and Arabic) must be in the same position on each

page (such as top right). If your style manual does not have a specific requirement on pagination, it is strongly suggested that you put all page numbers on the bottom center.

SUBMISSION DEADLINES

The following dates are the deadlines for turning in the completed and approved document containing all changes required by your committee to the Office of Graduate Programs. This will enable you to graduate at the end of the semester in which it is submitted to ProQuest/UMI. All fees required for processing the document must be paid directly to ProQuest/UMI. Your document should not be uploaded before you have made all changes required by your committee. Placing your document onto ProQuest/UMI should be the final step, not the first.

| | |
|--------|--------------------------|
| Fall | No later than November 1 |
| Spring | No later than April 1 |
| Summer | No later than July 1 |

You need to be aware that your document must be checked by the chair of your committee, the director of your graduate program, and the Director of Graduate Programs before the approval to publish is given to ProQuest/UMI. You will not be cleared for graduation until

DOCUMENT CHECKLIST SHEET

To ensure that you and your committee chair are in agreement that your document is ready for final submission and that you should be cleared for graduation, a Checklist must be completed on the ProQuest/UMI website by your program director and the director of Graduate Programs. This will not be completed until you have submitted your final document, and it has been fully approved.

other searchable metatags when you submit your document to UMI. See sample on page 12.

• **Copyright or Document Release** If your document should be formally copyrighted, you may have it registered at the time you submit your thesis/project. ProQuest/UMI will handle it for you. There is an additional fee for this service, which you will pay when you request the copyright. Be certain that you have included the copyright notice in your document. The notice is a single sheet on which is centered the following.

Copyright by

(Your Name Here)

Year

If you do not wish to copyright your document formally, you are requested by Steely Library to complete the Statement of Release and include it in the document where the copyright statement would have been placed. .

- *Acknowledgments* begin Roman numerals with number iii – Optional page
- *Table of Contents* If no Acknowledgment page, then start here with iii.
- *List of Tables*
- *List of Figures*

Text This is the body of your document and begins with Chapter 1 or text. You will start Arabic numerals with the number “2” on page 2. There is no number at the bottom of the first page. You will find instructions on how to change from Roman numerals to Arabic and the start numbering on page 2 in the Atomic LearningSM page that can be found at this site:

<http://www.atomiclearning.com/highed/en/browse>

Reference Materials These will be the final pages of your document.

- **Appendices** Depending upon your style manual, these may be the last pages before the vita.

- **IRB form** All students doing research with human subjects must have this research **approved prior** to beginning the research by the NKU Institutional Review Board. You must have the approval form scanned into your final document. Without that form, your document will not be approved.

- **Bibliography and/or References** Your document must include a bibliography and/or list of references. Either choice is acceptable to the university and depends upon your style manual. Individual graduate programs may choose to exceed the minimum by requiring both a bibliography and a list of references. References will be understood as only those works cited in the text, including traditional footnotes and parenthetical citations. A bibliography will be understood as a comprehensive list of all sources used in preparation of the document whether or not they are cited. A complete bibliography and/or list of references must be placed at the end of the document and is in addition to any bibliography and/or list of references that may appear at the end of each chapter or section.

The university requires, at a minimum, that bibliographies be alphabetized, but you may do so within subheadings as directed by your program. References may be listed either alphabetically or sequentially in order of citation as stipulated by your committee.

- **Vita** The vita is a summary of your educational and professional background/ The following information should be included:

- o Name of student.
- o Educational institutions attended and degrees awarded and date current degree is expected to be awarded.
- o Research and professional honors.
- o Professional publications.

No personal information (such as address or date of birth) is to be included on the Vita.

Note for Nursing Students Nursing students, because their undergraduate degrees are professional in nature, may be requested to add their degrees behind their names. For example, rather than simply putting your name on the abstract page as Polly Tishon, you should put Polly Tishon, BSN. This addition is neither requested nor required of non-nursing students.

EXAMPLES OF SPECIAL PAGES

How to Set Up the Pages

The examples on the pages below will give you instructions on setting up the pages. The guidelines are given with the assumption that you have followed the appropriate margin requirements. All page position notations for page text are with the 1" top margin as a given. The positions are in italics just above the text. If a title position is given as 3", that means you will hit the enter key until you are as close to 3" from the top margin as possible, then enter the text as required. All other italicized text on the example pages is for information only.

Here is the easy trick. If you are using Word, just turn on the ruler. You will see exactly where you have to type.

Page numbers on the examples are for this manual only and are not to be used in your document. There should be **NO** page numbers on the pages when they are in your document.

(Sample Abstract Page)

(2" from top margin)

ABSTRACT OF THESIS

(3" from top margin)

HEALTH CARE REFORM IN KENTUCKY:
WHAT'S UP DOC?

(At least two blank lines from last line of title to beginning of abstract)

(Text of abstract begins here. Not to be more than 150 words single spaced – do not center the text of the abstract on the page.)

(8" from top margin)

Polly Tishon

April 1, 2007

(Sample Approval Sheet)

(3" from top margin)

HEALTH CARE REFORM IN KENTUCKY:
WHAT'S UP DOC?

By

Polly Tishon

7" from top margin)

George Bellows, Ph.D. Committee Chair

I. M. Picky, Ph.D., Committee Member

Minnie Changes, Ph.D. Committee Member

Nota Chance, Ph.D. Committee Member

(Sample Title Page)

(2" from top margin)

HEALTH CARE REFORM IN KENTUCKY:
WHAT'S UP DOC?

(3" from top margin)

Place the document type here such as the word Dissertation or Thesis

A (document type) submitted in partial fulfillment of the
requirements for the degree of Master of Public Administration
at Northern Kentucky University

(6" from top margin)

By

Polly Tishon

Highland Heights, Kentucky

Director: Dr. George Bellows

Associate Professor of Public Administration

Highland Heights, Kentucky

2007

(Sample Document Release Page)

(3" from top margin)

DOCUMENT RELEASE

_____ I authorize Steely Library to reproduce this document in whole or in part for purposes of research.

(Mark an X on the appropriate line)

_____ I do not authorize Steely Library to reproduce this document in whole or in part for purposes of research.

Signed: Type your name here

Date: Type the date here

SECTION TWO

SUBMITTING YOUR DOCUMENT ELECTRONICALLY

THE FIRST STEP - KNOWING THE ELECTRONIC PROCESS

All documents will be submitted electronically in Adobe Acrobat Professional format. The Office of Graduate Programs is notified by ProQuest/UMI that your document has been uploaded. After an initial review, the document will be assigned with comments to your program director who will contact the chair of your document. If any problems have been noted, the chair will contact you directly.

HOW TO CREATE A PDF FILE

It is strongly suggested that before you begin the submission process you look at the FAQ web page on the ProQuest/UMI site. This is the link to that site: <http://www.etdadmin.com/cgi-bin/main/support?siteId=34>. You will find answers to most of the questions you have regarding electronic submission as well as contact information for ProQuest/UMI for help in answering questions not in the FAQ list. The technicians are very helpful and answer in a very timely manner.

Creating a PDF document is not difficult. Complete instructions can be found at the ProQuest/UMI website under the Support and Training tab. There also is a helpful tutorial at the same site. Here is the url: <http://www.etdadmin.com/cgi-bin/main/support?siteId=34> There are instructions to tell you exactly how to get the Adobe software for your computer and then translate your Work or RTF document into the PDF: <http://www.etdadmin.com/cgi-bin/main/support?siteId=34#PDF5>

ENSURING PROPER FONTS

When you use fonts other than Arial, problems may arise if those fonts do not meet certain standards. Here is a list of fonts that will not cause trouble once the document has been saved to

Oversized Materials You may have materials that will not fit the standard paper size. This is a complicated issue. Every effort must be made to resize the material to have it fit the standard size so that it can be printed.

Quality of Graphics & Scanning All images must be of good quality. When enlarged for printing or reading in PDF format, they must be legible. Poor quality image scans are unacceptable.

Form Signatures Signatures on materials you scan into your document should be obscured for protection of the signatories. You ca

the final check of the document can be made. If your document is approved and you have paid the appropriate fees to ProQuest/UMI, you will be cleared for graduation.

Abstract As you submit your document to ProQuest/UMI, you will be asked to upload a separate abstract of only 150 words. You will be required to select a subject area of your document. For those of you in an area such as Computer Science, this should be no problem: that area is named specifically in the list provided on the website. Those of you in an area such as Master of Arts in Liberal Studies may have a more difficult time. One suggestion would be to look at the focus of the document for the subject, selecting literature or music, for example.

Open Access/Traditional Publishing You will be asked to check off whether you want your document to be published by ProQuest/UMI. Open access means that your document will be available for viewing by everyone who has access to ProQuest/UMI and a search engine. Traditional publishing refers to documents that may eventually be published with royalties accruing. Additional information of these two methods can be found on the ProQuest/UMI site at http://www.etsadmin.com/UMI_PublishingOptionsGuide.pdf . You should discuss these two options with your program director before making a selection.