
A MANUAL

FOR THE PREPARATION

OF

FIELD STUDIES AND THESES

SCHOOL OF GRADUATE STUDIES
121 Administrative Services
St. Cloud State University
720 Fourth Avenue South
St. Cloud, Minnesota 56301-4498

May, 2005

PREFACE

Volume #20

Graduate students are expected to become familiar with the contents of this manual and to comply with the regulations and requirements as stated here in. Any deviation from these guidelines may be cause for rejection of the field study or thesis. This manual will **take precedence** over other manuals approved for departmental use when conflict exists.

INTRODUCTION

To be awarded the specialist or masters degree at the close of the proper semester, the student must have prepared three copies of the field study or thesis. These signed copies, including the abstract, must be registered with the School of Graduate Studies not later than the date listed on the Academic Calendar shown in the *Graduate Bulletin* on line at www.stcloudstate.edu. The field study for the specialist degree is required to be completed within the seven (7) year time limitation set for that degree program. The masters thesis must be completed within the seven (7) year time limitation established for the completion of all masters degree programs.

EXPENSES INCURRED BY STUDENTS

Expenses incurred by the student in preparing final papers:

1. Registering for field study or thesis credits.
2. Professional services for formatting the final copy (if desired by student).
3. Duplicating cost of the final copies on a twenty pound (minimum), 100% cotton paper (required for the final copies).
4. Binding/microfilming fee for required copies submitted to the School of Graduate Studies and any personal copies the student may request.

[Use this example if preparing a Field Study]

[2 inches]

SAMPLE PAPER FOR THE PREPARATION OF A FIELD STUDY

OR A THESIS

[1 inch]

by

John A. Sample

B.S., University of Minnesota, Minneapolis, 1999

M.S., St. Cloud State University, 2004

[1 1/4 inches]

A Field Study

Submitted to the Graduate Faculty

of

St. Cloud State University

in Partial Fulfillment of the Requirements

for the

Specialist Degree

[3/4 inch]

St. Cloud, Minnesota

[month, year of completion]

[Use this example if preparing a Thesis]

[2 inches]

SAMPLE PAPER FOR THE PREPARATION OF A FIELD STUDY
OR A THESIS

[1 inch]

by

John A. Sample

B.S., University of Minnesota, Minneapolis, 1999

[1 1/2 inches]

A Thesis

Submitted to the Graduate Faculty

of

St. Cloud State University

in Partial Fulfillment of the Requirements

for the Degree

[Master of Arts, Master of Engineering Management, Master of Science, Master
of Music]

[3/4 inch]

St. Cloud, Minnesota

[month, year of completion]

[1 3/4 inches]

This [field study, thesis] submitted by John A. Sample in partial fulfillment of the requirements for the Degree of [Master of Arts, Master of Mechanical Engineering, Master of Music, Master of Science, or Specialist] at St. Cloud State University is hereby approved by the final evaluation committee.

[3 1/4 inches]

Chairperson

[triple space]

[triple space]

[2 2 inches]

Dean
School of Graduate Studies

[1 3/4 inches]

SAMPLE PAPER FOR THE PREPARATION OF A FIELD STUDY
OR A THESIS
[triple space]

John A. Sample
[triple space]

The abstract reduces or condenses the original piece of writing into several paragraphs totaling 400 words or less, but omits no major point. It preserves the emphasis, the spirit, and the intention of the original.

The abstract should include nothing—either comment, interpretation, or evaluation—that does not appear in the original. It must follow the exact order of the original and must retain the person, tense, and number used in the original.

The abstract should appear in the bound field study or thesis immediately following the approval page and should be numbered with lower case Roman numerals.

PROBLEM:

If you desire, you may use any one or combination of side headings: Problem, Procedure, Findings, Summary, and Conclusions. When used, these headings should be placed as side headings with the content beginning two spaces under the heading, indented and followed by single spacing (see below). Double spacing is required between each heading and paragraph, and between each paragraph.

FINDINGS:

Single space for content. The month, year, and research committee signature line should be spaced as indicated below. Do **not** use the Dr. designation when placing your chairperson=s name under the signature line. If

you have a two-page abstract, the second page should contain at least two lines of typed text along with the signature block.

[1 inch]

Month Year

Approved by Research Committee:
[double space]

[Chairperson's name] Chairperson

[2 inches]

ACKNOWLEDGMENTS

[triple space]

This page is optional. Any acknowledgments or dedications should be made here, prior to the table of contents. This page should be double spaced with the page number centered between the margins in lower case Roman Numerals at the bottom of the page.

Poem or statement (optional)

[2 inches]

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[triple space]

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[2 inches]

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[The exact wording and capitalization used in the text should be used on this page. Dot leaders and numbers should be aligned on the right.]

[2 inches]

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[The exact wording and capitalization used in the text should be used on this page. Dot leaders and numbers should be aligned on the right.]

[2 inches]
Chapter I

[triple space--2 blank lines, type on 3rd line]
FIELD STUDIES AND THESES
[triple space]

BASICS

[triple space]

Margins

The margins used for the paper are one and one-half inches on the left, one inch on the right, and one inch at the bottom of the page. On the first page of chapters or major divisions such as bibliography or appendix, the top margin is two inches. All other pages have a minimum margin of one inch on the top. All page numbers must be included within these margins.

[triple space]

Pagination

Pages included in the front section of the thesis or field study are numbered with lower-case Roman Numerals centered within the margins one inch from the bottom of the page; text pages are numbered with Arabic numerals. Every page must be accounted for in the numbering system; however, numbers **do not** appear on the title and approval pages. On pages with chapter or section division headings, the number is centered one inch from the bottom of the page between the margins. Other pages of the text are

numbered in the upper right hand corner one inch from the top of the paper and flush with the right margin. There should be a blank line between the page number and the first line of text on these pages.

Spacing

The body of the paper should be double spaced except where indented quotes are set off with single spacing. When a quotation in the text is four or more lines long and is more than one sentence, the quotation is set off by single spacing with a paragraph indentation from the left margin. When this procedure is followed, quotation marks are not used to indicate the quotation—single spacing is all that is needed.

Headings

All main headings for chapters or sections should be in full capital letters with a triple space above and below. If a centered heading other than the chapter heading is used, a second level heading should be in all capital letters. For all centered headings there should be a triple space above and below the heading. If the heading is more than one line, inverse pyramid form should be used and the heading should be single spaced.

Free standing side headings should have only the first letter of important words capitalized. These headings are flush with the left margin and should have a triple space above and a double space below. These headings should be underlined with a solid underscore. If the heading takes up more than half

the typed page, use an under-hung indention and single space between the lines (see the example on the next page).

At least one line of type must follow each heading on a page. Therefore, if the remaining space on a page allows for only a heading, it should be moved to the following page.

Paragraph heading. When using paragraph headings within a paper, there should be a triple space above each heading and a double space below the heading. When using paragraph headings, only the first word is capitalized unless a proper noun, and the heading is underlined. The text begins directly behind the heading. These headings are **not** included in the table of contents.

Widows/Orphans

When preparing copy, you should use the widow/orphan option on the computer to prevent a single line of a paragraph appearing at the top or bottom of a page. You are allowed to have a single line of text after a heading if that is all that fits on a page.

Word Divisions

Proper names are not to be hyphenated. A hyphenated word cannot appear at the end of a page. Do not use a hyphen unless it serves a purpose. Most rule books do not recommend hyphenating words at the end of a line.

Standard Font Size and Appearance

Generally a 10 or 12 point font should be used for the preparation of the field study or thesis. The same size and style of font should be used throughout the paper. The style of font used should be one that is not difficult to read (i.e., Courier, Times Roman, Arial). *Italics* can be used within the paper where appropriate.

The final copy of the thesis or field study should be prepared on a laser or laser quality printer.

Style Manuals Recommended by Departments

Any time a style manual and this manual do not agree, **this manual takes precedence.**

Candidates in the departments of Counselor Education and Educational Psychology, Educational Leadership and Counseling Psychology, Special Education, Communication Disorders, Information Media, Psychology, Teacher Development and Physical Education generally use the *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.

Candidates in the Gerontology program generally use the *American Ethnologist*, Style Guide and Information for Authors.

Candidates in the Exercise Science area generally use *Medicine and Science in Sports Exercise*, Official Journal of the American College of Sports Medicine.

Candidates in the English department generally use the *Modern Language Association Style Manual*. New York: The Modern Language Association of American.

There are some departments which choose to use *Form and Style: Theses, Reports, Term Papers*, by Campbell, Giles, Ballou, and Slade. This manual is published by Houghton Mifflin Company.

If you have a question about which manual to use in conjunction with this thesis manual, contact your adviser or department.

Style manuals can be purchased in the Husky bookstore located in Centennial Hall.

[2 inches]

Chapter II

EXAMPLES

USE OF TABLES

Whenever you place a table in the text of the paper, you need to introduce the table first. The table number and caption should appear at the top of a table. Begin the table with two closely spaced horizontal lines extending the width of the table. The table should end with a single line beneath the last line of figures or information, extending the width of the table.

If the table does not fit comfortably in the remaining space on a page, it is recommended that you begin the table on the next page unless it is too long to fit on a page by itself. The contents of a table can be in a different font size than the rest of the text, however, the table number and title must be in the same font as the remainder of the text. When preparing the table, if it is too long to place on the normal page, you can place the table on the page with the top toward the binding edge of the thesis or field study.

The following table (Table 1) has been taken from *Form and Style, Thesis, Reports, Term Papers*, by Campbell/Ballou/Slade and will be used as an example in this text.

This page gives an example of the spacing above and below a table if it is placed within the text of the thesis or field study.

[triple space]

Table 1
[double space]
A Comparison of DAT Subtest Scores and Ninth-Grade
Semester Grades for Algebra
[double space]

DAT subtest	N	r	Percentage of efficiency	Mean	S.D.
Verbal Reasoning	129	.31 ^a	4.61	25.85	8.46
Numerical Ability	132	.51 ^a	13.40	19.10	7.06
Abstract Reasoning	124	.29 ^a	4.00	34.00	8.44
Space Relations	123	.20 ^b	2.02	47.85	19.94

^aCorrelation significant at the .01 level.

^bCorrelation significant at the .05 level.

[triple space]

At this point you are ready to continue with your text. A triple space should be used after the information included with the table has been listed.

Following is an example of a table placed in the text with the head toward the binding edge of the thesis or field study. This table was taken from the SCSU Sexual Harassment Manual reference materials. Note that the page number must remain in the upper right corner, the same as all of the other pages included in the text. (See Table 2 for this example.)

Table 2

Sample Table with Top Toward Binding

	Effects on the Victim	Effects on the Work Unit	Effects on the Organization
Potential Psychological Effects	Shame Fear Humiliation Self-Doubt Embarrassment Guilt Anger Powerlessness Stress Withdrawal Isolation Degradation	Moral Problems Tarnished Reputations Trust Decreased Confusion/Bewilderment Shock	Lower Morale Public Relations Problems Loss of Trust Hostile Employee Relations Polarization of Men & Women Anger Towards Company
Potential Economic Effects (Costs)	Loss of Job Job Search Expenses Loss of Seniority Loss of References Medical Expenses Increased Absenteeism Reduced Productivity	Reduced Productivity Increased Work Load Manager=s Performance Review Potentially Affected Potential Turnover Costs for Recruiting and Training Safety can be Jeopardized	Legal Expenses Cash Settlements Reduced Productivity Increased Use of Benefits Unemployment Compensation Claims

USE OF FIGURES

[triple space]

We are now ready to continue on and present a figure within the text. As with the table, you need to introduce the figure before you present it in the text.

Remember, a figure always has the caption at the bottom. Following is a sample figure that could be included with your text.

[triple space]

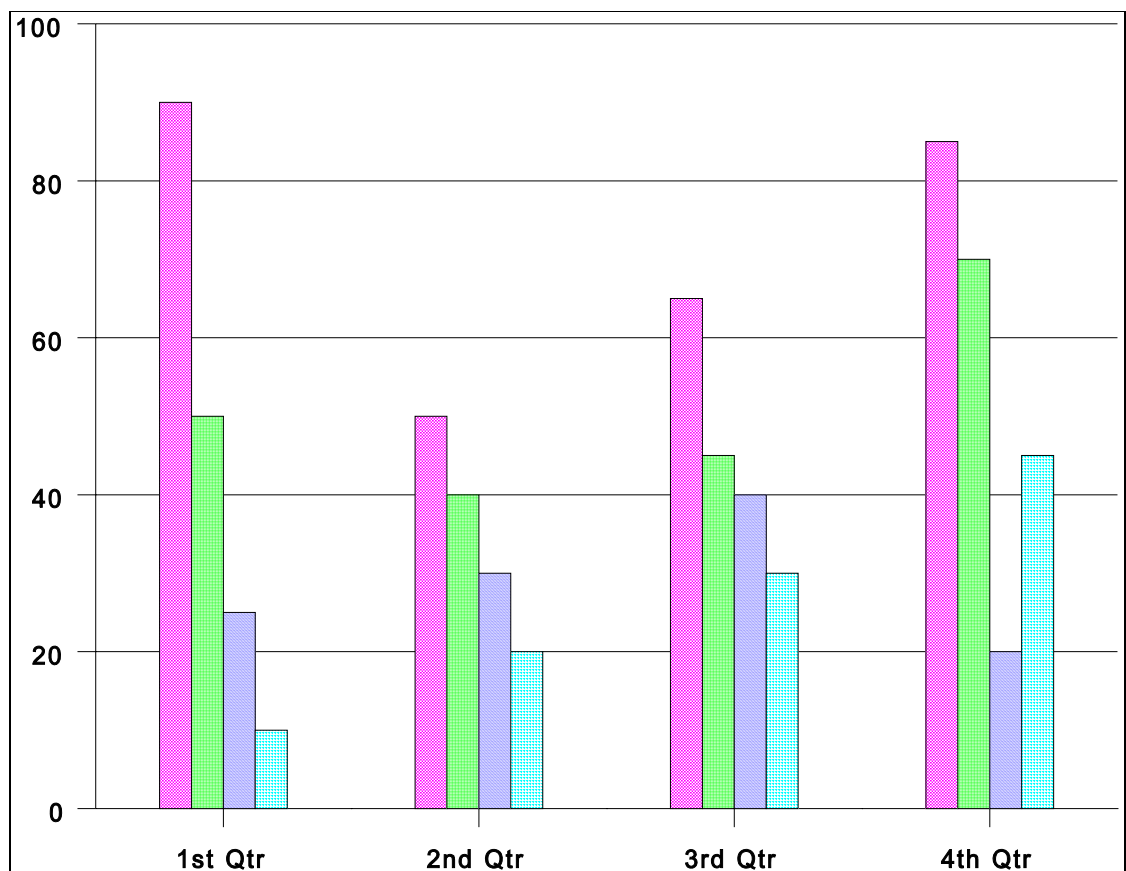


Figure 1
[double space]
Sample Chart

As before, once you have completed the information and caption used for the figure, you need to use a triple space to separate it from the text.

If you wish to include a figure that is placed horizontally on the page, the page number still appears in the upper right hand corner just as any other figure. The figure top should be placed toward the binding edge of the thesis or field study. See the following page (Figure 2) for an example of this type of figure.

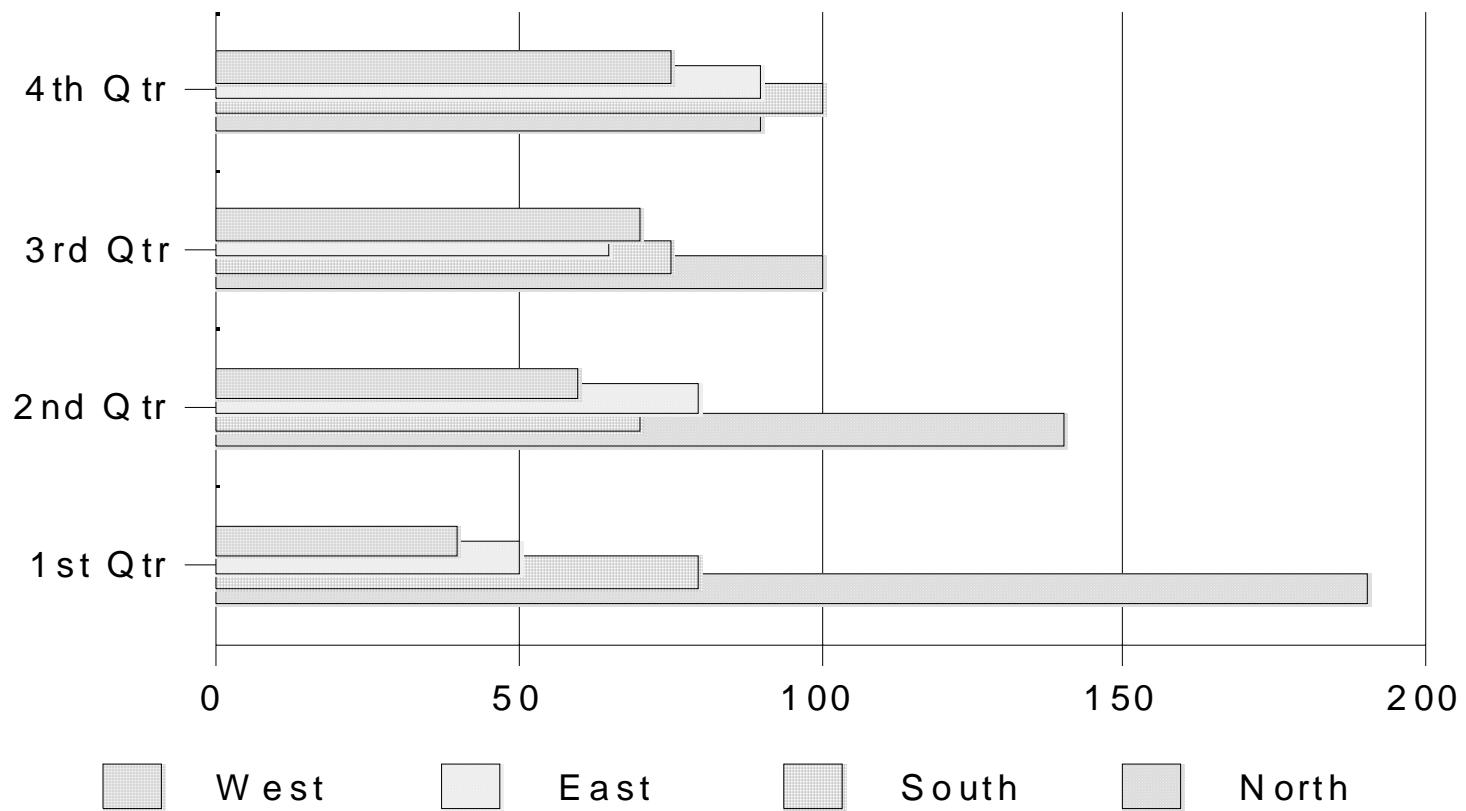


Figure 2

Sample Figure with Top Toward Binding Edge

If you have a figure that covers the entire page and you need to place the caption for the figure on a different page, you should use opposing pages. In this case there is typing on only one side of the sheet. Thus, on the page preceding the opposing page there will be no recorded information. The following pages show an illustration of figures using opposing pages both horizontally and vertically. (See Figures 3 and 4.)

Figure 3
A Group Meeting





Figure 4

The World

Chapter III

REQUIREMENTS FOR ORALS AND PAPER COMPLETION

PRELIMINARY REQUIREMENTS

Committee Formation

The most important consideration when beginning a thesis is the selection of at least three graduate faculty members to serve as committee members. The student's adviser will often be one of the committee members. Each graduate student, with his/her adviser's consent, should ask two other graduate faculty, based on each member's potential value in the area of research undertaken, to serve. The student's selected committee must be comprised of:

- The program adviser or committee chair,
- A graduate faculty member from the program department,
- A graduate faculty member from another department (outside reader).

These committee members must be approved graduate faculty members. A list of graduate faculty members is available in the back of the *Graduate Bulletin* and is also available online at www.stcloudstate.edu/graduatestudies. To receive approval of a committee

composition, the adviser should send an e-mail to Ann Anderson at aeanderson@stcloudstate.edu listing the proposed committee members and their department. The e-mail provides a written record of the request and approval. An e-mail confirmation will be returned within one to two working days. A student will need to meet with the committee at least twice in two separate semesters, once for a preliminary conference and again for a final conference and oral examination. Generally, formation of the committee should take place in the semester before the preliminary conference.

Preliminary Conference

Students on Plan A (thesis) or the Specialist degree program must arrange for a preliminary thesis or field study conference. This conference may be scheduled at any time after the student has filed the program forms with the School of Graduate Studies and has a graduate grade point average of 3.0 or higher. The preliminary conference must be held at least one semester prior to the Final Evaluation Conference which normally is held during the last semester of the graduate program.

Prior to a student scheduling a preliminary conference, the student and the program adviser should ensure the student has been fully accepted into a graduate program, has a grade point average of at least 3.0, and the student's program of study has been approved by the graduate dean. The student may

need to contact Ann Anderson at aeanderson@stcloudstate.edu to verify preliminary conference eligibility.

For preliminary conference approval, the program adviser must also notify the School of Graduate Studies of the date of the preliminary conference and the graduate faculty who will serve as committee members.

It is the student's responsibility to schedule committee members for a preliminary conference and to ensure a room is reserved. When the preliminary conference is approved by the School of Graduate Studies, the student should distribute to each committee member a thesis proposal. One copy must also be distributed to Ann Anderson in the School of Graduate Studies, preferably two weeks prior to the preliminary conference. The format of the proposal is determined by the committee chair or program adviser.

The School of Graduate Studies will independently distribute a report of preliminary evaluation to the student's graduate adviser or committee chair. A student may continue with Plan A when each committee member approves the proposed project by signing and returning the preliminary evaluation report to Ann Anderson in the School of Graduate Studies. These conferences generally are **not** scheduled during the final examination week.

Once the preliminary conference has been held and the student's topic approved, the field study or thesis shall be prepared under the supervision of the committee appointed at the preliminary. All members of the committee are to be involved in the working drafts of the field study or thesis. The members

of the committee shall compose the membership of the student's Final Evaluation Committee. A preliminary conference and final conference **cannot** be held during the same semester.

Registration for the Field Study or Thesis

The student must register for a specialist field study or a masters thesis with an arranged course form signed by the adviser and the department chairperson. These forms can be obtained through the Records and Registration office. The grade of AIP≅ (In Progress) will appear on the student's transcript until such time as the final oral is completed and the paper is submitted to the School of Graduate Studies for binding. If it takes the student more than one year to complete the remaining requirements after registering for the thesis or field study, the AIP≅ grade will change to an AF≅ (Fail) grade. Upon successful completion of the Final Oral and submission of your papers to the School of Graduate Studies, a grade change will be submitted.

Summer Term Conferences

Students planning to schedule a field study or thesis conference (preliminary or final) during summer should contact each committee member to determine his/her availability. Faculty members not scheduled to teach during the summer are often not available for a conference during this period of time.

FINAL REQUIREMENTS

There are several requirements the student needs to complete during the semester they wish to graduate. Following is a guide to help you through these requirements.

Application for Graduation

A candidate for the master's or the specialist degree shall file an application for graduation accompanied by a \$20 non-refundable fee. This application is submitted to the School of Graduate Studies at the beginning of the semester in which the work for the degree is anticipated to be completed. Deadline dates for application for graduation are listed in the Academic Calendar section of the *Graduate Bulletin*, each semester schedule, and online at www.stcloudstate.edu.

Thesis or Field Study Final Copy Preparation

If you plan to use someone with expertise in the preparation of your field study/thesis which meets the requirements for St. Cloud State University, that person should be contacted well in advance to completion of your work. If you need information or names of individuals who can assist with the preparation of your final copy, please contact the School of Graduate Studies at 320-308-2113.

General format. Most theses and research papers are divided into three major sections: (1) the introductory materials, (2) the text or main body of materials, and (3) references and/or related materials.

The organization of the introductory materials follows:

1. Blank page
2. Title page
3. Approval page
4. Abstract
5. Preface and/or acknowledgment (optional)
6. A quoted statement significant to the paper or a short poem but not recognized as an acknowledgment (optional)
7. Table of contents
8. List of tables (only when tables are used in the body of the paper)
9. List of figures (only when figures are used in the body of the paper)

The text or main body of material generally includes the introduction, the problem studied, a review of the literature (if appropriate), methods or procedures, and the findings or results of the study. This portion of the field study or thesis is usually divided into chapters or sections of three or more.

The final section(s) would consist of the bibliography (references or work cited) and the appendixes or other pertinent data not included in the main body of the paper. A division sheet (half title page) should be used at the beginning of the Appendix(es) and before each additional appendix. All materials

presented in the appendix must meet the same margin requirements as the text materials. These section(s) would be listed on the table of contents.

Arrangements for the Final Evaluation Conference

A candidate for the specialist or master's degree completes the final evaluation conference during the last semester of the graduate program. Students who have earned less than a 3.0 grade point average over the entire graduate program and in all graduate credits are not permitted to complete the final evaluation.

The Final Evaluation Conference must have been preceded by a preliminary conference. The preliminary and final conference cannot take place in the same semester. The final conference should be scheduled two to four weeks prior to final examination week to allow for reviewing and binding before the end of the semester. Final evaluation conferences generally are **not** scheduled during the final examination week.

It is the student's responsibility to schedule the final conference with committee members and reserve a room. Final oral examinations are required for all students whose programs require the completion of a thesis or field study. The School of Graduate Studies must be notified of the date and time of the final conference so that a sign-off sheet can be forwarded to the student's committee chair/adviser. Send these final conference details via e-mail to Ann Anderson at aeanderson@stcloudstate.edu.

Committee members for the final oral examination are the same faculty representatives who served on the preliminary conference. Generally two weeks prior to the final conference, the student must distribute a final copy of the culminating project to each member of his/her committee. The specific format and requirements of the final oral examination/conference vary according to the nature of the project chosen.

A majority vote of the committee is required to pass the final oral examination/conference. If a candidate fails the final oral examination, a second final oral examination may be scheduled, however, it cannot occur during the same semester. A third chance to pass the examination is not permitted.

When the final evaluation committee has approved the thesis or field study and a student feels that the form and style requirements have been met, a complete copy should be submitted to the School of Graduate Studies to be reviewed by a format reviewer.

Binding and Filing of the Field Study or Thesis

Once a student has successfully passed the Final Evaluation Conference, made any corrections required by her/his committee, and received approval through the School of Graduate Studies on the form and style used in the paper, the field study or thesis is ready to be submitted for binding. The

approval page must be signed by the committee members and the abstract must be signed by the student's committee chairperson.

Three copies of the field study or thesis must be prepared on a minimum of 20 pound, 100% cotton paper and submitted to the School of Graduate Studies for binding. The copies will be bound in black buckram covers with gold lettering on the front and the spine. The water mark on the paper must be up so that it is readable on all the copies. If a student desires a bound copy of the field study or thesis as a personal copy, one additional copy must be submitted. In addition to the abstracts included in each of the theses or field studies, two additional copies of the abstract should be submitted to the School of Graduate Studies.

To meet graduation deadlines the student must submit the thesis or field study to the School of Graduate Studies accompanied by the binding/microfilm fee payable to St. Cloud State University by the deadline listed on the Academic Calendar in the *Graduate Bulletin* or listed online at www.stcloudstate.edu.

REFERENCES

[2 inches]

REFERENCES

[triple space]

American Psychological Association. (1994). *Publication manual of the American Psychological Association* (4th ed.). Washington, DC: APA.

Gibaldi, J., & Ahtert, W. S. (1984). *MLA handbook for writers of research papers*. New York: The Modern Language Association of America.

Howell, W. L. (1980). The role of individual differences in field dependence. *Psychological Bulletin*, 83(2), 675-688.

Maccoby, E. E., & Martin, J. (1983). Socialization in the context of the family: Parent-child interaction. In P. H. Mussen (Ed.), *Handbook of child psychology* (4th ed., pp. 1-101). New York: Wiley.

Paivio, A. (1971). The role of individual differences in field dependence. *Psychological Bulletin*, pp. 675-694.

[The references page (bibliography or works cited) is prepared according to the rule book that your department is using. This is a short sample done according to APA. The entries in this section can be single spaced with a double space between them, or double spaced from start to finish—whatever your style manual calls for.]

Most papers include more than one page of references (bibliography or works cited). The second page and any pages thereafter should be page numbered in the upper right hand corner.

APPENDIX

[This page would include a plural (APPENDIXES OR APPENDICES) title if more than one appendix is included in the paper.]

APPENDIX A

[triple space]
Sample Placed Upright on Page

[These divider pages are only used if you have more than one appendix.]

You can use any survey material, the survey itself, or other original materials for the appendix as long as they fit within the margins specified for the thesis or field study. The page number stays in the upper right hand corner until you list your next appendix.

APPENDIX B

Sample of a Second Appendix

Again, the requirement is that the material fit within the margins set up for the thesis or field study. You would continue this method for all of the appendixes that may be used with your paper.