Thesis Guide (MSMS Program)

Student Guide to Preparation and Processing

Office of Graduate Studies and Sponsored Research
Savannah State University
Savannah, Georgia 31404
A number of thesis guides were examined in preparing this guide. The Office of Graduate Studies and Sponsored Research at Savannah State University gratefully acknowledges the assistance of the graduate schools of the following institutions: The University of Georgia, Valdosta State University, State University of West Georgia, Albany State University, and Fort Valley State University. This guide is based largely upon *Theses and Dissertations- Students Guide to Preparation and Processing* developed by The University of Georgia, and permission to use their format is gratefully acknowledged.
THESIS PROCESSING

1. The student must submit one complete formatted original copy of the thesis to the Office of Graduate Studies and Sponsored Research for a format check no later than three weeks prior to graduation. If it is apparent that the student has made no attempt to format according to the guidelines, the thesis will not be accepted for a formal check.

2. The original copy of the defense approval form must be received and processed by the Office of Graduate Studies and Sponsored Research before approval to make official copies.

3. Approval for submission of the paper copy will be given after the Graduate Studies Office checks an original copy of the thesis with all committee corrections and format changes completed. Final processing requirements will be explained at that time.

4. Questions about the material presented in this booklets should be addressed to:

   Savannah State University
   Office of Graduate Studies and Sponsored Research
   P.O. Box 20243
   Savannah, GA 31404
   Phone: (912) 356-2244
   Fax: (912) 356-2299
DEDICATION

This page is completely optional. However you may write whatever you would like to on this page. I dedicate this study to my darling wife, Jane, and to Jim II and Amy…
Use this page and space to give thanks to all who helped you as you pursued your master’s degree. Remember, when you start calling names and citing individuals, do not forget anyone as we so often do. Take the time to think this through, family and friend love to read such document.
GUIDING PRINCIPLES

The thesis must be written by the student. The student preparing a thesis must realize that overall neatness and adherence to standards as outlined will be strictly enforced. Adherence to a standard format allows the readers’ attention to be focused on the content of the material, not the manner in which the material is presented.

The advisor is responsible for ensuring that the student adheres to the requirements as stated in this guide. However, the ultimate responsibility resides with the student.

It is the responsibility of the student to ensure that all deadlines are met as set forth by the college/program and the Office of Graduate Studies and Sponsored Research for the defense and submission of the thesis.

This guide is not intended to answer all questions about form and style as you prepare your thesis. It must be supplemented by the editorial policy of a national journal in the student’s major field if available, and/or a published writer’s guide such as one of the following:

Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, 5th or latest edition (Chicago: University of Chicago Press, 1987).

William Giles Campbell and Stephen Vaughan Ballou, Form and Style: These, Reports, Term Papers, 8th edition (Boston: Houghton Mifflin, 1990)

FORMAT REQUIREMENTS

The following requirements have been approved by the Graduate Council and apply to the final print of copies of your thesis. To ensure that your thesis will remain well preserved, have a professional and attractive appearance and can be successfully bound, it is necessary that these requirements are met and approved.

Format check

Prior to having your thesis bound, the student must submit one complete formatted original copy to the Office of Graduate Studies and Sponsored Research for a format check. This copy can be on ordinary paper.
A signed corrected copy as well as defense results are to be submitted to the Office of Graduate Studies and Sponsored Research before approval can be given for official copies to be made.

**Official Copies**

The students must pay for the binding of three copies of the thesis (one copy for the Office of Graduate Studies and Sponsored Research, one for the library and one to be kept by the department). Additional copies can be bound for personal use.

**Typing**

The original copy of the thesis, regardless of the typeface and printing technology chosen, must have letters that are fully formed and free from blur. The following are examples of acceptable fonts and size.

Times New Roman (12pt)
Arial (12pt)
Courier (12pt)

If there are any questions concerning the typeface, please check with the Office of Graduate Studies and Sponsored Research to determine if your style/size will be acceptable.

For binding purposes, the following minimum margins must be observed.

**Side margins:** 1.5 inches on the left

1 inch on the right for all pages

**Top margin:** 1 inch

**Bottom margin:** 1 inch. This includes footnotes when they appear at the bottom of the page.

**Paper**

The three official copies must be on 16-20 pound, 100% cotton rag content white paper 8.5 x 11 inches in size.
Printing and Reproduction

The thesis must be printed in uniformly black ink. Colored ink is permissible for illustrations and graphics, however it deteriorates over time; it is difficult to copy and thus, not recommended. The original final copy must be printed, one-sided, directly onto the appropriate paper. Official copies may be produced by xerography, laser printing, offset printing, or other processes of comparable quality. Dot matrix printing is not acceptable.

THESIS ORDER

The thesis must be assembled according to the following outline and conform to the sample pages in this guidebook. The student’s full academic name must be used throughout the thesis, including the abstract, title page, copyright page (if necessary), and approval page.

Title Page

Must conform to the style of the sample page distributed. The title page followed by Approval page (neither of which shall bear a number, although counted).

Approval Page

Must conform to the page distributed.

Dedication (optional)

The first numbered page (iii) which should be in lower case Roman numerals, centered at the bottom of the page. The following pages should be numbered accordingly.

Acknowledgements (optional)

Abstract

The abstract, not to exceed 150 words includes the basis of what you did, why you did it, how you did it, and results.
Table of Contents

All headings in the Table of Contents must exactly match those as listed in the text.

List of Tables, Figures and or Illustrations (necessary if you have Tables or Figures/illustrations)

The table and captions must appear in the same typeface as the text of the thesis. The number and title of a table should comply with the style manual followed.

The number and caption of a figure should be placed below the figure or on a separate page preceding the figure.

Tables, illustrations and figures must fit within the text area on the page. Tables, maps, and other illustrations that are printed sideways (landscape style) must have the top toward the binding edge. If they are larger than the ordinary page, they must be reduced or folded to fall within the margins in such a way that they will not be affected in binding of the thesis.

Text

The first page of the Introduction is numbered “1” at the bottom center of this page. The remainder of the document is numbered with Arabic numerals. The entire thesis must be double-spaced, except where usage requires or permits single-spacing (tables, displayed quotations, footnotes, bibliography entries, and table or figure captions). The text should be arranged in accordance with the style manual followed.

The typeface chosen must be one of the approved styles and font.

Explanatory Notes/Footnotes/Text References

Bibliography/Reference List

Appendices

Any necessary appendices shall follow the bibliography.