

MANUAL FOR THE PREPARATION OF THESES

By

HARRIS COLLEGE OF
NURSING AND HEALTH SCIENCES

Texas Christian University
Fort Worth, Texas

To be used by students in the
Harris College of Nursing and Health Sciences
Texas Christian University
as a guide for
preparation of
theses
for the degree of
Master of Science

Aug 2014

MANUAL FOR THE PREPERATION OF THESIS

The page after the title page is intentionally left blank, *or* it may contain the copyright statement shown here. In either case it is counted but unnumbered.

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Full Legal Name of Author
2014

Abstract

An abstract page must follow the approval page. Title the page with “Abstract” with text below double-spaced.

Your abstract briefly summarizes the content of your thesis. A good abstract will concisely present the objective, method, results, and conclusion of your research. Must not exceed 200 words.

ACKNOWLEDGEMENTS

Here the author gratefully acknowledges all the support and help received from various sources. It is usual to acknowledge the help of the major professor, at least, and any others the author wishes to include.

The page does not need to (but may) include the author's name.

The acknowledgements page may instead be a dedications page, or may be omitted entirely. Check with the graduate director in your department, however, since some departments require an acknowledgements page. If you intend to include such a page in your final work, it must be submitted as part of your review copy presented to the dean's office prior to your orals.

Note that this page is numbered "ii" since the previous page is unnumbered as is the title page.

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** See appendix section for sample figure in APA format (p. 16)

MANUAL FOR PREPARATION OF THESES

Harris College of Nursing and Health Sciences

September 1, 2014

Section I: Procedures to follow for the final semester

- a. File an “Intent to Graduate” (available in the Dean’s office, 214 Bass, or from the College website under <http://www.harriscollege.tcu.edu/appsforms.asp> during the first four weeks of the semester. **NOTE:** A graduation fee is charged when the “intent” is filed. If you postpone your graduation, you must cancel the intent. You will need to file a new intent the next semester and pay the graduation fee again.
- b. You will receive a packet of information and forms from the College office. Be sure to note the page of deadlines that will be included. The Registrar’s office will send instructions, forms to complete, and information about payment of graduation fees. **NOTE:** There are deadlines for refunds of cap and gown rental and diploma fees.
- c. Submit a completed draft of your thesis to your committee for review.

All committee members must read the draft of a thesis.
- d. Prepare a revised draft incorporating all changes required by your committee.
- e. Schedule the final thesis oral defense with the help of your major professor at least one week prior to graduation date deadlines. Make sure the Associate Dean (Dr. Rhea) and the Assistant to Graduate Studies (Sybil White) know the date and title of the thesis.

Section II: Submitting final copies of theses

- a. Make corrections called for by the college and your committee. Have the approval page signed by your committee members and bring the approval page to the Associate Dean’s office (Dr. Rhea) for final signature. The approval page may be inserted as an *unnumbered* page immediately after the title page in bound copies of the thesis (see Appendix, p. 8).

A scanned completed approval page can also be included in the same location in the PDF file that you upload.
- b. Pay required submission fees in the Financial Services Office located in 104 Sadler Hall. Bring a copy of your receipt to the Associate Dean’s Office. The required submission form can be downloaded from <http://www.harrisresearch.tcu.edu>.
- c. If you are interested in copyrighting your document refer to the information on the following web page <http://library.tcu.edu/howto/thesis.asp>.

Section III. Manuals and formbooks

Harris College of Nursing and Health Sciences does not require all departments to use the same format, but most use APA style. For general guidance on formatting, consult Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*. Because the thesis should reflect the requirements of the discipline, documentation should be in accordance with professional stylebooks. The Departments listed below have provided the titles of style manuals. In all cases the latest editions are to be consulted. The References section of this manual has given APA style examples (see References, p. 6).

Communication Sciences and Disorders

American Psychological Association Manual (APA style)

Kinesiology

American Psychological Association Manual (APA style)

American College of Science and Medicine (ACSM style)

Nursing

American Psychological Association Manual (APA style)

Social Work

American Psychological Association Manual (APA style)

School of Nurse Anesthesia

American Medical Association Manual (AMA style)

Doctor of Nursing Practice

American Psychological Association Manual (APA style)

Section IV. Parts and order of the Thesis

A thesis generally has three main parts: the preliminary pages, the text, and the reference material. The order of these is usually as follows:

The Preliminaries

- Title page
- One blank page or copyright notice if the thesis is to be copyrighted (see preliminary pages of this manual)
- Abstract
- Preface, including acknowledgments or dedication (optional)
- Table of contents, with page references; include as seen pages iii and iv in the preliminary pages of this manual
- List of figures, with titles and page references (if there are figures; refer to page iii in this manual)
- List of tables, with titles and page references (if there are tables; refer to page iv in this manual)

(**Note:** All tables and figures should be embedded in the text of the document, *not* presented in a separate section at the end of the document; see sample of table and figure, pp.)

The Text

Chapter I: Introduction

Chapter II: Review of Literature

Main body, with the larger divisions and important minor divisions indicated by suitable, consistent headings

Chapter III: Method

Participants, Procedures, Data Collection, Data Analysis

Chapter IV: Results

Chapter V: Discussion

(In this order following Chapter V)

Appendices (See sample for heading, p. 7)

References (See sample for heading, p. 6)

Section V. Thesis presentation

The thesis, as a demonstration of your ability in research, analysis, and effectiveness of expression, should have an appearance in keeping with such a document. Unsightly irregularities, such as handwritten insertions and obvious use of correction fluids or erasures are not permitted. Unacceptable theses will be rejected by the department and college.

You are responsible for final proofreading. This is to be done before bringing it to the Thesis Committee and Associate Dean (Dr. Rhea) for final signatures (see II a). An indication that careful proofreading has not been done is cause for complete rejection of the thesis and possible delay of graduation by at least one semester. Because it is difficult for proofreading to be done adequately by persons already familiar with the material, competent outside proofreaders are advisable, but you retain full responsibility for good proofreading and satisfactory correction, and you should wait until after your oral defense to make final corrections. In this way you will have a composite list of all corrections requested by your examination committee.

Section VI. Official University copies in electronic format

The University does not require a bound copy of your Thesis. Instead you are required to upload the final version of your document to ProQuest/UMI in PDF format. In addition, the university requires you to upload a native (e.g. Microsoft Word) version of your document to a local TCU database. This copy will be used as a backup copy of your document. Details on the UMI uploading process as well as details on font embedding etc. can be found at <http://library.tcu.edu/howto/thesis.asp>.

In case you want to bind your own copies of your Thesis, the Kinesiology Department has used Houchen Bindery Limited (<http://www.houchenbindery.com>) If you go to <http://odp.houchenbindery.com/>, this will take you right to the thesis binding order form. Each copy is between \$8.00 and \$9.00. They are quick and efficient.

Section VII. Margins and spacing

- a. The text of the manuscript is double-spaced. Footnotes are single-spaced. Indented quotations may be single or double-spaced. Consult the approved format for your discipline for additional guidance on spacing.
- b. The left margin (binding side) should be no less than 1.25 inches, and the top margin not less than 1 inch. The right and bottom margins must have a clearance of not less than .75 inch from the typed material. Any of the approved formbooks will give rules for margins well within these limits. Charts, maps, and other illustrative material must meet these margin requirements also.

Section VIII. Pagination

- a. Each page in the manuscript should be assigned a number. The title page and following blank page are counted but not numbered. Header and footer margins for page numbers are $\frac{1}{2}$ inch; i.e., there is $\frac{1}{2}$ inch margin between the page number and the top or bottom of the page. The page number is the only mark that should appear within the margins specified above in VIIb.
- b. For the preliminary pages, small Roman numerals (i, ii, iii, iv, etc.) are used. The numbering should begin with “ii”; the title page counts as page “i”, but the number does not appear. The blank page or copyright page is counted but not numbered. These page numbers are centered at the bottom of the page. Preliminary pages of this manual illustrate this.
- c. For the remainder of the thesis including the text, illustrations, appendices, and references, Arabic numerals are used. All pages are numbered, except the abstract page. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with “1”, and run consecutively to the end of the thesis. Page numbers should be placed at the upper right margin, consistently above the text.
- d. Include a running head no longer than 50 characters.

Section IX. Special pages

- a. Title Page: The title page contains: (1) the title, in capitals, double-spaced if longer than one line, (2) the full name of the student, (3) the degree or degrees held, (4) sources and dates of the degree or degrees, (5) the “partial fulfillment” statement, (6) the degree sought, the date the degree is to be conferred. These details are shown on the sample title page (thesis, page 7). Proper spacing is assured if the sample page is used as a guide.
- b. Table of Contents, List of Figures, etc.: The Table of Contents for this document is a good illustration of how these pages should be formatted. Page reference numbers should be placed using a right tab so that they align properly at the right side of each page.

- c. Abstract: The abstract page contains: (1) title “Abstract” The purpose of the abstract is to give a succinct account of the manuscript so that the reader will be able to determine whether it is advisable to read the complete manuscript. The abstract must not be longer than 200 words for a thesis.
- d. Approval Page: The approval page contains: (1) the title of the manuscript (all caps, single-spaced), (2) your name, and (3) a line for each committee member’s signature plus one line for the college signature. The first line should be labeled “Major Professor,” and the last line “For Harris College of Nursing & Health Sciences.” These details are shown on the sample pages (page 11). Proper spacing is assured if the sample page is used as a guide. The approval page may be inserted as an *unnumbered* page immediately after the title page in bound copies of the thesis. A scanned completed approval page can also be included in the same location in the PDF file that you upload.
- e. Flow Chart for Thesis: A two year flow chart by semester is provided for the thesis to be completed successfully. Please refer to pages 9 and 10 for the requirements per semester for completing a thesis in two years.

Section X. Special problems

- a. All special problems encountered in preparing your manuscript should be discussed with the Chair of your committee prior to preparation of the final copy.

References*

- American Psychiatric Association. (1994). (DSM-IV) Diagnostic and Statistical Manual of Mental Disorders, (4th ed.). Washington, D.C.: American Psychiatric Press, Inc.
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- Centers for Disease Control and Prevention. (2006). BMI – Body Mass Index: About BMI for Adults. Retrieved April 2, 2007, from http://www.cdc.gov/nccdphp/dnpa/bmi/adult_BMI/about_adult_BMI.htm
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* This is strictly a sample. A reference section will include all references from the text of your thesis.

Appendix A
Sample Thesis Title Pages

TITLE OF THESIS IN CAPITAL LETTERS
DOUBLE-SPACED IF MORE THAN
ONE LINE

by

Anna Marie Jones

Bachelor of Science, 2001
Rice University
Houston, Texas

Submitted to the Graduate Faculty of
Harris College of Nursing and Health Sciences
Texas Christian University
in partial fulfillment of the requirements
for the degree of

Master of Science

May* 2011

*This date can only be May, August, or December

Sample thesis committee signature page

TITLE OF THESIS IN CAPITAL LETTERS

DOUBLE-SPACED IF MORE THAN

ONE LINE

A Thesis for the Degree

Master of Science

by

Anna Marie Jones

Thesis Approved by:

Name, Major Professor

Name, Committee Member

Name, Committee Member

Dr. Debbie Rhea, Associate Dean
Harris College of Nursing & Health Sciences

May* 2011

*This date can only be May, August, or December

Appendix B

Flow Chart for Thesis Approval

FLOW CHART FOR THESIS APPROVAL

Fall Semester, 1st Year

Student Seeks Faculty Mentor to Advise Thesis

Faculty Mentor serves as thesis advisor and Chair of Thesis committee

□

Selection of Thesis Committee Members

Committee must be comprised of three graduate faculty (Chair of thesis & two others) with a minimum of 2 graduate faculty members from the thesis student's department. The other graduate faculty member can be from the same department or another department on TCU campus. If an outside committee member is warranted, this would have to be the 4th committee member.

□

Fall/Spring Semester, 1st Year

Preparation of Thesis Proposal

Thesis proposal developed under advisement and guidance of Thesis mentor and committee as needed

Organization of thesis proposal consists of (A)Title, (B)Review of Literature, (C)Purpose, (D)Research Questions, (E)Methodology, (F)References

□

Spring/Summer Semester, 1st Year

Defense of Thesis Proposal

Oral presentation and defense of the thesis proposal. Presentation will be announced via flyers posted in selected locations of department no later than 1-week before the date of the defense.

This meeting will be open to any interested faculty, staff, & students of the university.

Thesis committee must approve thesis before data collection begins.

File Review for Candidacy – Masters Degree form (get from college research site) and send to Sybil White (Bass 211)

□

Spring/Summer Semester, 1st Year

IRB Protocol Review

Document prepared and sent to either Departmental or University IRB before collection of data is initiated. IRB "**Protocol Review Request**" student form (<http://www.harrisresearch.tcu.edu>) or University IRB form (<http://www.research.tcu.edu/?d=page&pid=sp93&parent=93>).

All revisions from thesis committee regarding thesis proposal and presentation must be included in methodology reported on the IRB protocol form and consent form. IRB protocol approval is required before study begins.

□

Summer/Fall Semester, 2nd Year

Student Collects, Analyzes, and Reports Data in Manuscript form

Use formatting style appropriate to the applicable professional audience

Student consults with thesis committee during the development of the final draft of manuscript.

Committee members must approve written document before oral defense is scheduled.

□

Spring Semester, 2nd Year***Final Defense of Thesis**

Student completes “**Scheduling of Master’s Orals**” form *no later than two weeks prior to oral defense*, submits to Dean’s office. (ready in Feb/March, then what?...any time?)

Oral presentation and defense of the study. Presentation will be announced via flyers posted in selected locations of department no later than 1-week before the date of the defense. This meeting will be open to any interested faculty, staff, & students of the university.

Final draft of manuscript must be approved by all thesis committee members before submission to college (signature form will need Dean’s signature)

“**Report of Oral Examination/Thesis Grade**” form completed and sent to Registrar.

Spring Semester, 2nd Year**Digital Submission/Library Recording/Binding**

- (1) Student submits **PDF** AND **Word** versions of document to Director of Automated Systems, Mary Counts Burnett Library (currently Kerry Bouchard).
- (2) Student completes “**Thesis/Dissertation Publishing**” form and takes to Financial Services (Sadler Hall 104), pays \$65 (<http://www.cfgraduate.tcu.edu/forms/THESISFORM.pdf>). Give receipt to Dept. Chair.
- (3) Student goes to library website (<http://lib.tcu.edu/NDLTD/>) and follows instructions at bottom of page for submitting document to UMI.

*At the beginning of the Spring semester in the 2nd year, all graduate students must complete an “**Intent to Graduate**” Form and submit to Sybil White for signatures (these forms are available in the front office). Students who complete a Thesis must indicate “Yes” in the Thesis Plan box of this form, indicate who the Thesis advisor is, and indicate the number of bound copies to be made. However, this form does not require any bound copies to actually be printed.....those are at the expense of the student and she or he will decide later on if they wish to pay for binding or not. They can simply put “0” in that box.

Appendix C
Sample Figure

Appendix D

Sample Table

Table 1

Means and Standard Deviations of Age, Height, Weight, BMI, and Percent Body Fat by Group

Measure	Total (n=66)		Power Position (n=41)		Speed/Agility Position (n=25)		High School (n=53)		University (n=13)	
	M	SD	M	SD	M	SD	M	SD	M	SD
Age	17.46	1.81	17.15	1.13	18.00	2.54	16.75	.85	20.31	1.84
Height (in)	70.77	3.26	71.11	3.03	70.59	3.09	70.12	3.18	73.38	2.10
Weight (lbs)	185.31	42.52	192.51	42.55	172.82	41.13	173.73	33.20	230.77	45.73
BMI	25.86	4.70	26.63	4.64	24.44	4.59	24.91	4.08	30.03	4.96
Body Fat %	13.52	6.46	14.25	7.16	11.97	4.85	12.63	5.60	19.41	8.91

ABSTRACT

The double spaced text of the abstract goes here. The abstract cannot be longer than 200 words for a thesis.