# INSTRUCTIONS FOR THESIS

Doré School of Graduate Studies
McNeese State University
Lake Charles, Louisiana
Revised: Summer 2004

## INTRODUCTION

The Doré School of Graduate Studies issues this guide to assist the student in preparing the thesis for final submission at McNeese State University. The Graduate School intends to provide uniform standards for meeting university requirements for the preparation of a thesis, while allowing for differences among disciplines.

The thesis should demonstrate the student's capacity for creative expression, research, organization and interpretation of data, and reporting research in an acceptable style.

## FORMAT

### Style

Each department shall determine its own format and style. See your **advisor** to find out the appropriate style for your discipline. **If a conflict occurs between a style manual and this guideline, this guideline takes precedence.** If you are unclear on form and style, you should check with your advisor, then with the Graduate School. Your format and style must be consistent throughout the thesis.

### Paper Requirement

The original thesis shall be on 20# bond (**25% or more cotton content as indicated by watermark)** paper. Page size shall by 8.5" by 11". The copies may be on paper of the student's choice, but must be at least copy quality.

### Margins

Margins shall be 1.5" at the left (to allow for binding) and 1" at the bottom, right, and top. Page numbers and text should **not** intrude into the margins. Top margins of major subdivisions (such as introduction, chapter, and references) shall be 1.5".

### Spacing, Type Size, and Print Quality

The thesis shall be printed on one side of the paper, and each paragraph shall be indented five spaces or ½ inch. Standard double spacing is required for the text. Print type or font should be similar to Courier or Times New Roman and must be consistent throughout the thesis. Each page shall be neat, clean and faultless in its physical makeup.

## ORDER OF ELEMENTS AND PAGE NUMBERS

The thesis must be assembled in the following order:

| Numbering System | Pages in Sequence |
|---|---|
| Preliminary Pages<br>(Use small Roman numerals beginning with page number ii. The first page on which the number is printed is the preface and /or acknowledgment.) | 1. Two blank sheets<br>2. Title/Approval Page<br>(No page number)<br>3. Preface/Acknowledgment<br>(Page ii)<br>4. Abstract<br>5. Table of Contents<br>6. List of Tables<br>7. List of Figures |
| Body of Text<br>(Use Arabic page numerals) | 1. Body of thesis (Page 1)<br>2. Bibliography & References<br>3. Appendix or Appendices<br>4. Autobiography<br>5. Two blank sheets |

The number of each page with a major heading (i.e., introduction, chapter, and references) shall be centered between the margins 1" from the bottom of the page. The text should be no closer than one double space above the page number. Other page numbers shall be placed in the upper right corner 1" from the top, double spaced above the text, and flush with right margin.

### Illustrations

Symbols, charts, maps, graphs, music examples, etc., should be prepared in such a manner as to assure contrast and legibility equivalent to that of printed pages. Photostatic copies, offset printing, etc., are acceptable. Charts, maps, etc., larger than 8.5" by 11" may be reduced by copying so that the material fits within the margin requirements, or folded and bound in the thesis, or placed in a pocket on the inside back cover. Color illustrations are permissible.

## TITLE/APPROVAL PAGE

### Title Section

The title page shall conform exactly with the sample shown in these instructions (see attached sample). The title shall be in the inverted pyramid format if more than one line is required. If you have a particular problem, contact the office of the Graduate School.

### Approval Section

The names of committee members shall be arranged alphabetically in columns (see attached sample). The committee members will sign the approval section before the thesis is submitted to the Graduate School.

### Autobiography

The requirement of an autobiography is at the discretion of your department. The autobiography should be a simple account of your life. More attention should be given to scholarly attainment and professional activities than to matters that are purely personal. The autobiography shall be in the first person.

## NUMBER OF REQUIRED COPIES

The Graduate School requires an original and one copy of the thesis. An additional copy of the thesis may be a departmental requirement. Distribution of the thesis is as follows:

Original for the Frazar Memorial Library (required)
One copy for the Frazar Memorial Library (required)
One copy for the department (if required)
One copy for the major professor (if required)
Copies for the student (optional)

Month (May, July, or December), Year

Lake Charles, Louisiana

**SAMPLE OF TITLE PAGE**

**(Title shall be in all capital letters and in an inverted pyramid format if more than one line is required.)**

XXXXX XXXX XXXXXXX XXX XXXXX XXXXX

XXXXXX XXXXX XXXXXX XXXXXX XXX

XX XXXX XXXXX XXXXX XXX

By

Student Name

A Thesis

Submitted to the Graduate Faculty of
McNeese State University
in Partial Fulfillment of
the Requirements for the Degree

MASTER OF XXXXXX IN XXXXXX

**A**

_____

Eldon R. Bailey
Professor of Accounting

**B**

_____

Willard Hohnstein, Jr.
Professor of Economics

**C**

_____

Nicola Vulkovic, Chair
Professor of Economics

**D**

_____

George F. Mead, Dean
Doré School of Graduate Studies

**(NOTE: Names of committee members shall be in alphabetical**

**order, by columns as indicated above.)**

## SAMPLE OF ABSTRACT

ABSTRACT

Smith, John D., B.S., University of Southwestern Louisiana, 1970.
Master of XXXXXXXXXXXXXX, Semester Year
Title of Thesis –
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Thesis directed by: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*(Text begins a double space below last line.)*

## SUBMISSION OF THESIS AND REVIEW PROCESS

The following are the procedures for the submission and approval of the thesis. Please note that all deadlines are absolute.

1. For content review, the completed thesis must be given to the major professor and all committee members at least four weeks before the date of commencement. It is strongly urged that the student to work closely with his professors throughout all stages of thesis preparation. The acceptance of the thesis lies with the student's examining committee, and its defense becomes a part of the final comprehensive examination.

2. When all revisions are completed, and style and format of thesis is approved by the appropriate department, the student must print an original on **bond** paper and have committee members sign the approval section of the original title page.

3. The original thesis (including title page, preface, abstract, etc.) and all copies must be submitted to the Graduate School no later than the Wednesday before commencement. **The original thesis and all copies must be submitted in a box with a piece of colored paper placed between each copy.**

At this time, the student must pay the fee necessary to cover the cost of binding at the Cashier's Office. The bindery will return the thesis to the Frazar Memorial Library, and the Graduate School will notify the appropriate department when bound copies are ready for distribution. It is the responsibility of the author to contact the department in order to determine when bound copies should be picked up. (See attached Thesis Binding Fee Form)

**THESIS BINDING FEE**

**DATE:**

**STUDENT:** _____ **ID#:**

Complete this form and takeit to the Cashier in Smith Hall. The following information will be completed by the cashier:

Date:

Amount Paid: _____ Receipt Number:

**After payment, return this form to the Office of the Doré School of Graduate Studies.** The original thesis and all copies must be turned in at this time. Your department will be notified by this office when your bound copies are ready to be picked up and distributed.

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I. **Thesis Title:**

II. The binding fee for the thesis is $ 10.00 per copy. You m ay also have additional copies bound at this price if you wish for your use.

| **The following copies of your thesis are required.** | | **Copies to be bound** |
|---|---|---|
| 1 Original | Lether E. Frazar Memorial Library - **Required** | **1** |
| 1 Copy | Lether E. Frazar Memorial Library - **Required** | **No Charge** |

**The following copies of your thesis may be required. It is the student's responsibility to check with the department and the major professor.**

| | | |
|---|---|---|
| 1 Copy | Department (if required) | _____ |
| 1 Copy | Major Professor (if required) | _____ |
| | Additional Student copies | _____ |
| | **Total to be bound:** | _____ |

**Binding Fee: Total to be bound _____ @ $10.00 each = $ _____**