

## REQUIREMENTS FOR THESES

### I. STYLE

The Graduate Division of the School of Education requires the Publication Manual of the American Psychological Association, 1994 edition (commonly called the APA Manual) as the standard reference for writing theses and projects. All manuscripts of theses and projects must be reviewed in the Graduate Office of the School of Education, Room 206 Taylor Education Building. The inspection deals with style, form, physical requirements, and consistency in following the requirements of the Graduate Division. When projects or theses meet Graduate School guidelines, they are sent to the Registrar's Office. It is imperative that the manuscripts reach the Graduate Division by the deadline listed on the academic calendar each semester.

The Graduate Division's requirements are described below and apply to all theses and projects, even if at times they may be at variance with the APA Manual.

### II. FORMAT

#### Preliminaries

A. Title Page -- The title page should bear the following information: (a) the title of the thesis or project; (b) the name of the candidate; (c) the following statement: A thesis (or project) submitted to the Faculty of North Carolina Central University in partial fulfillment of the requirements for the degree of Master of Arts (or Master of Education) in the School of Education; (d) at the bottom of the page the words: Durham, 20\_\_\_\_; (e) on the right-hand side the words: Approved by, followed by a line for signature. (See the attached example.)

B. Abstract -- The content of the abstract should include a succinct statement of the purpose, two or three summary statements regarding the literature review a brief explanation of the methodology or procedures used to conduct the research, and the major findings or results of the study. The abstract should not exceed 150 words or more than one typewritten page. The title shall be arranged and typed one inch from the top of the page. (See Example 1.)

#### **Example 1**

#### ABSTRACT

JOHN W. JONES. Educators for Diverse Cultural Contexts. (Under the director of DR. WALTER M. BROWN.)

(The summary begins here.) Note: The names of the author and the professor directing the research are printed in capital letters.

C. Acknowledgements -- Statements of gratitude to persons who assisted you with the completion of your research project or thesis are included in this section. This might include the advisor, subjects used in the study, persons who gave permission to conduct the study, parents for various kinds of support, friends who offered encouragement or support, and/or any other persons the student may wish to acknowledge.

D. Dedication -- The dedication page is optional. However, some students dedicate their thesis or project to a person or persons for various reasons.

E. Table of Contents -- Acknowledgements, Dedication, and List of Tables should be listed here. In addition, the title of each chapter should be identified, along with major or first-order headings and corresponding page numbers. The Bibliography or Reference List and Appendices are also listed in the Table of Contents.

F. List of Tables -- Each table in the paper and corresponding page numbers should be identified by number and title on this page.

### **III. TEXT**

In general, theses or projects have four or five chapters. Consult your advisor for his/her preference. Following is a suggested format:

#### Chapter 1 -- Introduction

Rationale -- Provide background information about the development of the problem or issue.

Statement of Problem -- State the purpose(s) of your study as succinctly as possible.

Significance of the Study -- Indicate the importance of studying the problem(s) specified. Point out the significance of the information or what the study will reveal. How will the findings impact on or contribute to the field of Education?

Methodology -- Briefly describe the procedures which were used to conduct the research. (This section will be presented in greater detail in Chapter III.)

Definition of Terms -- Define any words or phrases with special meanings (as used in the study) to assist the reader in better understanding the research. The definition of a term may be dependent on your use of the word in your study.

Assumptions (if any) -- In order to complete the study, what assumptions did you make? Assumptions may be phrased in the form of hypotheses or research questions.

## Chapter II -- Review of Literature

Search the library and other sources for current books, journal articles, and any other materials related to the topic area. Synthesize and organize this information in a coherent, readable manner. This chapter should be divided into sub-topics as appropriate. All information from written sources should be appropriately referenced using APA style.

## Chapter III -- Methodology

Description of Sample -- The subjects used in the study should be described in detail. This might include the number of subjects, age, range, gender, and any other identifying characteristics.

Description of Instrument -- The instrument used to collect the data should be described, including the name and type of instrumentation (questionnaire, etc.), how it was developed, number of items (if appropriate), etc. If a standardized instrument is chosen, reliability and validity information should be included.

Description of Procedure -- The sequence of steps taken to conduct the research study should be described in detail.

Limitations -- Shortcomings of the research study should be specified in this section. Reporting the circumstances related to sampling procedures and/or statistical analysis that may have interfered with the generalizability of the results is an example.

Note: Projects or theses involving units of instruction or manuals should include the complete versions as part of Chapter III. Project or theses involving videotapes should describe them fully in Chapter III. Consult your advisor regarding guidelines for "non-traditional" projects.

## Chapter IV- - Presentation and Analysis of Data

Discuss the results of the study in narrative form and, if appropriate, provide tables. Title each table and number tables in sequential order. Discuss any important and/or statistically significant findings. In some cases, findings which are not statistically significant should be discussed.

## Chapter V - Summary, Conclusions, and Recommendations

Summarize briefly chapters 1-4. Restate purpose(s); review salient literature; describe the significant findings; draw conclusions; and offer recommendations regarding future related research.

Note: For some projects Chapters III and IV may be combined. Consequently, only four chapters will be included in these projects or theses.

### Bibliography

All written sources must be alphabetized (following APA guidelines) and included in this section.

### Appendix(es)

Any questionnaires, letters, or other documents important to the development of the paper should be included in this section.

**Remember:** This is merely a suggested format. Your program area will have additional information for you regarding the project/thesis.

### Typing Requirements

All chapter titles designed must be in large Roman numerals and typed in capital letters. Typing must begin on the tenth line from the top of the first page of each chapter. The remaining parts of each chapter must be numbered on the fifth line from the top in the upper right-hand corner.

## **IV. PHYSICAL REQUIREMENTS**

### A. Required Copies

The original and three copies of the thesis or project are required. Each copy shall be placed in a 10" X 13" manila envelope. Each envelope shall have a label on the upper left-hand corner bearing the student's name and the title of the thesis or project (with the original labeled "original").

After approval by the advisor, theses and projects are submitted to the Office of Graduate Studies unbound, without staples or perforations in manuscripts in the required envelopes. After inspection, the Office will transmit the approved copies to the Office of the Registrar.

Copies of the thesis or project will be distributed as follows: two copies to the Shepard Memorial Library, one copy to the School of Education, and one copy to the students. The student copy can be picked up from the Registrar's Office at least one semester after it is submitted to that office.

**Note:** Before copies are made and your project or thesis has been typed in final form, you must have it checked by the Coordinator of Graduate Programs for style, form and physical requirements.

#### B. Paper

Twenty lb. bond, 100 percent cotton content, 8½" X 11" paper is required. All four copies must be submitted on the required paper.

#### C. Pagination of the Text

Arabic numerals must be used to number the pages. These numerals shall begin with page one of the text which bears the number at the bottom of the page, with succeeding page numbers in the upper right-hand corner within the margin line at the right.

#### D. Type Style

Either elite or pica type may be used, but unusual type styles and smaller or larger sizes are not acceptable. A black ribbon is required. The manuscript must be neat and easily readable with the same typeface used throughout. The manuscript must be proofread accurately, and the errors corrected by the typist. Letter quality computer print may be used. Since a manuscript will not be accepted if the print and size do not conform to the above specifications, a student in doubt should consult the Coordinator of Graduate Studies of the School of Education for guidance.

#### E. Margins and Spacing

The left margin should be two inches, and one inch at the top, right and bottom of the page must be left. The body of the thesis or project must be double spaced, using only one side of the sheet.

#### F. Pictures, Tables, Charts, etc.

Illustrations done by hand must be done on the same quality and size paper as the rest of the thesis or project. Margins must be consistent with the graphs and other visual displays. A printed page may face another printed page.

#### G. Symbols

Special symbols--such as Greek Letters, accent marks, or mathematical signs--must be made in India ink if not available on a typewriter.

#### H. Bibliography

A bibliography must be appended to the thesis or project. It should list alphabetically by author all references consulted by the student. All citations should be consistent with APA style.

EDUCATORS FOR DIVERSE CULTURAL CONTEXTS

by

John B. Jones

A thesis (or project) submitted to the  
Faculty of the North Carolina Central  
University in partial fulfillment of the  
requirements for the degree of Master  
of Arts (or Master of Education) in the  
School of Education.

Durham

2001

Approved by:

Advisor