M.S.Ed. Thesis Guidelines

Updated spring 2018
Partially adapted from the University Graduate School guide
IMPORTANT INFORMATION

Questions?

Contact the Graduate Studies Recorder or check with your department.

Office of Graduate Studies
W. W. Wright Education Building, Room 2100
201 North Rose Avenue
Bloomington, IN 47405-1006
812-856-8504 (phone)
812-856-8566 (TDD)

gsorecdr@indiana.edu

Students must apply to graduate at:
info.educ.indiana.edu/gems/?ReturnUrl=Graduation

Graduation instructions can be found at the School of Education Graduate Student Portal:
http://education.indiana.edu/students/graduates/index.html
**MASTER’S THESIS GENERAL TIMELINE**

*Please see the Master’s Thesis Guidelines that follows for detailed information.*

**At least 3 months prior to Thesis Defense:**
- Form your Thesis Committee
- Submit a signed Master’s Thesis Proposal and Committee Approval form in this guide to your department office. The department will submit it to the recorder in the Graduate Studies Office.
- Work with your committee and department office to arrange a mutually agreeable time for your Thesis defense and to reserve a location on campus.

**Last semester:**
- Enroll in 3 – 6 credit hours of 599 – Master’s Thesis in Education as part of the minimum 36 credits hours required for the Master’s degree.

**At least 30 days prior to defense:**
- Submit a Thesis Defense Announcement form to your department. The department will submit it to the recorder in the Graduate Studies Office.
- Apply for graduation at the link the previous page.

**At least 2 weeks prior to defense:**
- Provide each member of your committee with a copy of the Thesis manuscript so they will have sufficient time to read your work. This time will also allow other faculty members who might be interested in your work to plan to attend your defense.

**During the Thesis Defense:**
- Have your FULL committee sign the Master’s Acceptance Page in this guide. The Thesis Director should hold onto this document until your edits have been accepted. Once the edits have been accepted, the thesis director should notify the department chair that the 599 grade(s) can be changed (all grades must be changed by the 27th of the degree conferral month or sooner) and give the Acceptance Page to the department office so it can be submitted to the recorder in the Graduate Studies Office.

**At least 3 weeks prior to degree conferral date:**
- Submit your thesis to the Graduate Studies Master’s Recorder at gsorecdr@indiana.edu via pdf for format review. Check your IU email regularly during this time in case additional format changes are needed.
MASTER’S THESIS GUIDELINES

NOTE: Students who opt to complete a master's thesis must enroll in 3-6 credit hours of 599 Master’s Thesis as part of the minimum 36 credit hour requirement for the degree.

At least 3 months prior to defense:
- Form the Master’s Thesis Committee, consisting of 3 faculty members. At least 2 members, 1 of whom serves as thesis director, must be from the major area of study. The thesis committee is responsible for supervising the preparation of a thesis proposal and work on the thesis study, and for administering an oral defense examination of the thesis study.
- Submit a signed Master’s Thesis Proposal and Committee Approval form (See Appendix A).
- Arrange the thesis defense with your committee. Contact your department for assistance.

At least 30 days before the defense:
- Submit a Thesis Defense Announcement (Appendix B) to your department to give to the Recorder in the Graduate Studies Office.
  
  NOTE: The announced time and place cannot be changed without the approval of the Associate Dean of Graduate Studies. Your thesis will be posted on the School of Education website.
- Provide each member of your committee with a copy of the thesis manuscript 2 weeks prior to the final defense so they will have sufficient time to read and critique your work.
- Apply for graduation at the link on page 2.
- Verify that the Registrar has the correct spelling of your name and your correct diploma mailing address by visiting Student Central on Union. Diplomas are sent to your student home address within 3 months of your award date. Also verify that you do not have holdson your academic record. The Registrar will not release diplomas or transcripts until all entries are cleared.

During your thesis defense, have your FULL committee sign:
- Master’s Acceptance Page (Appendix C)
- This thesis director holds this until required edits have been completed and accepted. Once the edits have been accepted, the thesis director should notify the department chair to change the 599 grade(s) (all grades must be changed by the 27th of the degree conferral month or sooner).

By the 15th of the degree conferral month (degrees awarded monthly):
- Submit your thesis to the Graduate Studies Recorder (gsorecdr@indiana.edu) via pdf format for review. Check your IU email regularly during this time in case additional format changes are needed.
  
  NOTE: If your thesis is too large to send via email, you can create an IU Box Account and send gsorecdr@indiana.edu a link to the file with downloading permissions enabled (see https://kb.iu.edu/d/bbox for more information).
- A finalized thesis in pdf format (including any formatting changes required by the Graduate Studies Recorder) must be sent to the recorder. The IUScholarWorks Permission Form for Theses and Dissertations (last page of this guide) should be included.

By the 27th of the degree conferral month:
- The department will submit the signed acceptance page to the recorder in the Graduate Studies Office. No proxy, electronic, or copies of signatures are permitted.
Your thesis must comply to certain guidelines. Be sure to read the list of requirements thoroughly before you begin, and check the list carefully before you submit. Thesis front matter should be in the following order. The front matter refers to the title page through the end of the table of contents/supplemental materials. Required sections are indicated in bold while optional sections are italicized.

**Title Page (required)**

**Acceptance Page (required)**

**Copyright Page (optional)**

**Dedication (optional)**

**Acknowledgements (optional)**

**Preface (optional)**

**Abstract (optional by department)**

**Table of Contents (required)**

**Supplemental Materials (lists of tables, figures, appendices, etc.) (optional)**

Additionally, all students are required to include their resume/curriculum vitae at the end of their thesis. For more information about each section, please see below.

**Title Page—required (see Appendix D)**

The title page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

**Acceptance Page—required (see Appendix C)**

This page confirms the committee's approval and acceptance of your thesis. The acceptance page should be a separate page and no longer than one page. The page must be signed by all members of your committee. No proxy, electronic, or copies of signatures are permitted.

**Copyright Page—optional (see Appendix F)**

The copyright page should be a separate page and no longer than one page. All content on this page should be centered horizontally and vertically.

*NOTE: If you choose to copyright your thesis, YOU MUST REGISTER by following these steps provided by the U.S. Copyright Office ([http://www.copyright.gov/register/literary.html](http://www.copyright.gov/register/literary.html)). If you have trouble, call them at (202) 707-8250. Generally, students copyright their work if they think they might publish it under their own name at a later date. If you are unsure about this, please talk to your advisor.*

**Dedication, Acknowledgements, or Preface—optional**

Depending on your personal inclination, you may wish to include a dedication, a preface, or a set of acknowledgments. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your thesis. As a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding or anyone else who helped. For the dedication page, all content should be centered horizontally and vertically. Only the dedication itself should be on the dedication page; no title should appear. Acknowledgements and Prefaces pages should have a title.

**Abstract, unsigned (optional by department)—see Appendix G**

As many people will learn about your work through your abstract, you should spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings. You should also work to phrase your titleso
that it truly describes the contents and will be easily found in the index of the housing database. The index is based on key words, so be as specific as you can be about your subject.

Table of Contents – required
Include a table of contents to guide readership of your thesis. Add an entry for your curriculum vitae (CV) to the table of contents. The CV should be the last item in your thesis and listed last on the table of contents. Since CV pages should not have a page number, the table of contents entry for it should note only the presence of the CV at the end with no page number indicated. Add an entry/entries (as is appropriate) for the reference/bibliography page/pages to the table of contents.

Supplemental Materials – optional
Include lists of tables, figures, appendixes, abbreviations, or other supplemental materials, if appropriate.

Resume/Curriculum Vitae - required
Include a resume/curriculum vita at the end of the thesis, after the main content. Do not add any page number(s) to the resume/curriculum vitae. Your CV should be in the same font and have the same margins as the rest of your thesis and should not contain your home address, phone number, email address, or any page number. Please list your MS degree as completed in the same month as listed on the title page.

IU Scholar Works form – required
Please complete the form and upload it separately when submitting your thesis. This form is required to submit your final thesis.
THESIS FORMATTING GUIDELINES

**Fonts**
Font size should be either 11 or 12 point for the entire document with the only exception being the title on the title page, footnotes, tables/charts, and picture/table descriptions. Font up to size 16 point may be used for the document’s title on the title page, only. Font as small as 10 point may be used for footnotes, the content of tables/charts, and picture/table/chart descriptions.

Black font is used throughout the thesis with the only exception being areas where a different font color serves a purpose in explaining or highlighting some aspect of the research/thesis in a way black font could not.

Be consistent in font style throughout your thesis. The following font styles are recommended for the ease with which they convert to a PDF. All theses have to be converted to a PDF in the submission process.

- Arial
- Bookman Old Style
- Calibri
- Cambria Lucida Bright
- Times New Roman

**Spacing**
The material should be double-spaced. Long quotations within the text should be typed single-spaced with wider margins.

**Photographs and Images**
If photographs or detailed graphics are part of the work, make sure they are crisp and clear to achieve the best possible quality.

**Margins**
Margins should be 1 inch on all sides.

These margin requirements apply to all materials included in the thesis, including figures, tables, maps, plates, etc., and any preliminary material you choose to include.

**Page Layout**
Ordinarily, the text and any other materials will appear on the right-hand page only. If, however, you and your committee agree that it is necessary to include facing material on the left-hand page as well, be sure to leave a 1½” margin on the right-hand side of the facing page.

Running heads are not used in thesis submissions. Please limit the content of your header and footer space to the page number, only.

**Page Numbers**
Page numbers must be clear, consecutive, and printed on every page, including appendices, tables, figures, maps, charts, photographs, etc., except for the title page and vita page.

Lowercase Roman numbers (e.g., i, ii, iii) are used for the pages preceding the main body of work. Arabic numerals (e.g., 1, 2, 3) are used in the body of the work, the bibliography and the appendices. The title page counts as page i but does not bear a number.
Begin the actual numbering with the acceptance page as page ii, and continue with lowercase Roman numerals until the start of the actual body of the thesis. That page, whether part of your full introduction or of your first chapter, should be numbered using the Arabic numeral 1, and every page thereafter should be numbered consecutively until you reach the vita page.

Ordinarily, page numbers should be centered at the top or bottom of the page, entered midway between the edge of paper and the text.

**References, Citations, Bibliography, and Footnotes**
Check with your department on this requirement. This format depends largely on your particular field or topic. For example, footnotes can appear either on the page where the annotation occurs, the end of each chapter, or the end of the thesis. Be sure to follow the conventions of your department or discipline.

**Recommended Style Manuals**
“The Chicago Manual of Style”
Turabian, Kate L., “A Manual for Writers”
Modern Language Association (MLA) style sheet
American Psychological Association (APA) style sheet (especially for works in the social sciences)

**Recommended Dictionaries for Spelling and Usage**
Webster’s Third International Dictionary
Webster’s Ninth New Collegiate Dictionary
APPENDIX A

MASTER'S THESIS PROPOSAL AND COMMITTEE APPROVAL

Name _______________________________________________ ID# _____________________________

Address ______________________________________________________________________________

Major ________________________________________________________________________________

Proposed Thesis Title _____________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Thesis Committee

<table>
<thead>
<tr>
<th>Name Typed</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Director</td>
<td>____________________________</td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td>____________________________</td>
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</tr>
<tr>
<td>Member</td>
<td>____________________________</td>
<td></td>
</tr>
<tr>
<td>Department Chair</td>
<td>____________________________</td>
<td></td>
</tr>
<tr>
<td>Associate Dean for Graduate Studies</td>
<td>____________________________</td>
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</tr>
</tbody>
</table>

A copy of the thesis proposal must be attached to this form.
Announcing the Oral Thesis Defense of
(Student's Name)
for the
Master of Science in Education Degree
(Day, Date, Time)
(Room, Building)

Thesis: (Title)

(Summary: The summary of the thesis should be limited to one page and not more than 300 words. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the university community at large.)

Major Field of Studies

Major: (Field)  

Educational Career

Degree, institution, year graduated (major area not needed, ex. “B.A., I.U., 2004”)

Committee in Charge

Professorial Rank (Name), Thesis Director (Phone Number), (Department)
(Alphabetically list other committee members)

Approved: (Signature and Thesis Director's Name Typed)

(Any member of the Graduate Faculty may attend. As a courtesy, please notify the Thesis Director in advance.)
Accepted by the School of Education Faculty, Indiana University, in partial fulfillment of the requirements for the degree of Master of Science in Education.

Student Name
Thesis Title:

Master’s Thesis Committee

(Chairperson’s signature)
(Name typed, Post-Nominal Initials)

(Committee member’s signature)
(Name typed, Post-Nominal Initials)

(Committee member’s signature)
(Name typed, Post-Nominal Initials)

Date of Thesis Defense (Month, Day, Year)
TITLE CENTERED, IN ALL CAPITAL LETTERS &
DOUBLE SPACED IF TITLE EXTENDS TO MORE THAN ONE LINE OF TEXT

(Author's Name)

Submitted to the faculty of the School of Education in
partial fulfillment of the requirements
for the degree
Master of Science in Education
in the Department of (Department Name)
Indiana University
(Month and Year degree will be granted)
IMPORTANT NOTES ABOUT FORMATTING OF THE TITLE PAGE

- Title page should begin 2 inches from the top of the page while the rest of the document should have a top margin of 1 inch.
- Top, Right, Left, and Bottom margins must be 1 inch.
- Font size for title, on the title page only, should be no smaller than 12-point font and no larger than 16-point font.
- All other font in the thesis may be no larger than 12 point and no smaller then 11 point, except in the case of footnotes which should be 11-point font size.
- No font on title page should be in bold.
- Pagination of the front matter is in lower case Roman numerals. Pagination of thesis content is in Arabic numerals.
- No page number should appear on the title page. The title page is considered page i but actual pagination begins on the acceptance page as page ii.
- The student’s name must be the same as the primary legal name in the IU system. The primary legal name is that which is displayed on the student’s unofficial SIS transcript. Students can update their primary legal name through Student Central on Union.
- The month and year indicated on the title page is the month and year when all requirements have been completed for the awarding of the Master’s degree by the School of Education. This is not necessarily the month in which you defend your thesis.

IMPORTANT NOTES ABOUT FORMATTING OF THE ACCEPTANCE PAGE

- Acceptance sentence at top of page is centered (Appendix C).
- Thesis Committee and Date of Defense are left justified.
- Committee names and signature lines are right justified. Behind each name, place the appropriate post-nominal initials for that individual. (such as Jane Doe, PhD)
- The Graduate Studies Recorder must receive an original copy of the acceptance page, bearing the original signature of each member of the thesis committee. A blank/unsigned copy of the same acceptance page should be included in the thesis document for submission.
- The acceptance page is always page ii.

IMPORTANT NOTES ABOUT THE FORMATTING OF THE ABSTRACT PAGE

- The student’s name must be the same as the primary legal name in the IU system. The primary legal name is that which is displayed on the student’s unofficial SIS transcript. Students can update their primary legal name through Student Central on Union.
- Committee names and signature lines are right justified while everything else is centered. Behind each committee member’s name, place the appropriate post-nominal initials for that individual (such as Jane Doe, PhD).
- The Graduate Studies Recorder must receive an original copy of the abstract page, bearing the original signature of each member of the thesis committee. A blank/unsigned copy of the same abstract page should be included in the thesis document for submission.
- Top, Right, Left, and Bottom margins must be one inch.
- All font on abstract should be either 12 or 11-point font size.
- The order of the front matter may differ from student to student, depending on which of the optional items a student may opt to include. Therefore, the page number of the abstract may vary.
© (enter correct year)
(Student's Name)
APPENDIX G
ABSTRACT

Student's Name Centered

THESIS TITLE, CENTERED, DOUBLE SPACED, AND EITHER IN ALLCAPITAL LETTERS or Underlined

The abstract is double-spaced and limited to 350 words. The paragraph(s), layout, indention, and line spacing should match the layout, indention, and line spacing of the rest of your thesis. Graduate Studies must receive an original copy of the abstract, bearing the original signature of each member of the thesis committee. A blank/unsigned copy of the same abstract should be included in the thesis for submission.

Master's Thesis Committee

(Chairperson’s signature) _________________________________________
(Name typed, Post-Nominal Initials)

(Committee member’s signature) _________________________________________
(Name typed, Post-Nominal Initials)

(Committee member’s signature) _________________________________________
(Name typed, Post-Nominal Initials)
IUScholarWorks Permission Form for Theses and Dissertations

Thesis/dissertation title ____________________________________________

Author name ____________________________________________________

Author email ____________________________________________________

Subject keywords ________________________________________________

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- Attribution-NonCommercial-NoDerivs (CC-BY-NC-ND)

Embargo duration

By default, your work will be made immediately open access; however, you have the option to delay its availability for up to 5 years.

- None
- 6 months
- 1 year
- 2 years
- Other __________________________

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You also agree that Indiana University may keep more than one copy of this submission for security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

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If the submission is based upon work that has been sponsored or supported by an agency or organization other than Indiana University, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.

Indiana University will clearly identify your name as the creator and/or copyright owner of the submission, and will not make any alterations, other than as allowed by this license, to your submission. We agree to not make available any files that are embargoed until the embargo has expired.

If you are submitting this item on behalf of the rights holder, you must have the rights owner's written permission to accept this license on his/her behalf.

Signature ___________________________ Date ___________________________