

## Thesis Guidelines

### Introduction

This manual is designed to serve as a guide to organizing, formatting, typing and binding your master's thesis. Your thesis committee chair and members determine the required standards for content and writing style according to the discipline in which the thesis is written. The Graduate Dean will evaluate the approved manuscript to ensure compliance with disciplinary style and with the specifications found in this manual. Conformity to these requirements is essential as your thesis will be preserved and made available for public use in Butler Library.

### Timetable

<b>Activity</b>	<b>Due Date</b>
Register for thesis credit; register for scheduled course or if no course is scheduled, submit Individual Study Application along with thesis proposal to Graduate Office by due date	See Academic Calendar for registration dates or Individual Study Application submission deadline for the semester you wish to register
Drafts to thesis committee	Per student-committee agreement
Oral Defense and Final Manuscripts to committee	See thesis adviser
Make and Submit edits of thesis to committee	See thesis adviser
Submit one final manuscript and three original sets of all signatory pages, approved and signed by all committee members, to the Graduate School Office (see submission directions below)	2 weeks before end of semester you wish to graduate or complete thesis
Submit 1 final bound manuscripts to the Graduate School Office and 2 final bound manuscripts to your department	By last day of semester you wish to graduate or complete thesis

## **Manuscript Preparation**

### **Style**

The content, format and style of all elements of your thesis must conform to the standard style manuals appropriate to your discipline as approved by your committee chair. Listed below are several recognized style manuals.

### **Style Manuals**

American Psychological Association. Publication Manual of the American Psychological Association, 5<sup>th</sup> ed. Washington DC: The American Psychological Association, 2001.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 5<sup>th</sup> ed. New York: Modern Language Association, 1999. [6<sup>th</sup> edition due May 2003.]

Strunk Jr., William and E. B. White. The Elements of Style: with Index. 4<sup>th</sup> ed. New York: MacMillian Publishing Co., 2000.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses and Dissertations. 6<sup>th</sup> ed. Chicago: University of Chicago Press, 1996.

University of Chicago Press. The Chicago Manual of Style, 14th ed. Chicago: University of Chicago Press, 1993.

### **Paper**

Use 8 ½” x 11” high-quality, acid free, plain white bond paper with minimum 20-lb weight and 100% cotton content. This paper is ideal for thesis preservation.

### **Type-Face and Size**

- Select 12-point fonts
- The following fonts are acceptable:
  - Times New Roman (12 pt.)
  - Arial (12 pt.)
  - Courier (12 pt.)
- Print should be laser printing or deskjet printing
- Use the same type-face and size throughout the document; tables, figures and appendices may use a different type-face and size

### **Margins**

- Left margin - 1½ inches to allow for binding
- Top margin - 1 inch above the first line of type
- Right and bottom margin - should be at least 1 inch
- Indentations - five spaces in from the left margin
- Left justify all text

## **Manuscript Preparation continued**

### **Pagination**

**Copy must be typed on one side of page only.** Follow the guidelines in your discipline's style manual regarding pagination.

If your manual does not provide specific guidance regarding pagination, paginate as follows:

- The preliminary pages (pages up to the first page of the text) are numbered with lower-case Roman numerals (i, ii, iii, etc.); are placed at the top of the page, at the right margin (1" down from the top edge and 1" from the right edge).
- Beginning with the first page of the text and continuing to the end of the manuscript, number pages in sequence in Arabic numbers (1, 2, 3, etc.); are placed at the top of the page, at the right margin (1" down from the top edge and 1" from the right edge) or may be placed at the bottom of the page (centered and 1" from the bottom edge).

### **Spacing**

Follow the guidelines in your discipline's style manual regarding spacing.

If your manual does not provide specific guidance regarding spacing, space as follows:

- Double-space the main body of the thesis
- Single-space long quotations, tables, footnotes, endnotes, bibliography entries
- Double-space between entries

### **Corrections**

Do not use correction fluid ("white out") or correcting tape because these corrections can bleed or flake away.

### **Photographs and Drawings (inclusion of artwork)**

For theses completed in the design or fine arts studio disciplines, photographs or digital images of at least 12 artworks must be included in the manuscript.

#### **Photographs**

Photographs should appear on 8 ½" x 11" pages, with standard margins. Color photocopied photos should appear on 100 percent cotton. In some instances you may substitute photographic paper but this is subject to the approval of your thesis adviser. Photographs should be large enough for details to be easily discernible. Photos may appear within the text of the manuscript or may be presented in an Appendix. Captions must be within the standard margins **or** on a facing page immediately preceding the photographs. The facing page is **un-numbered** and printed so that the wider margin (1 ½") is on the right-hand side of the page.

#### **Drawings**

Drawings such as charts, maps, graphs and diagrams, must be made either on thesis paper in permanent black ink, by copying or on single-weight photographic paper by photographic reproduction. Full-page drawing must be kept within the standard margins. The use of color is not prohibited, but should not be used as the sole source of presenting illustrative, statistical or other kinds of information since, if the thesis is microfilmed, it will not be in color.

## **Parts of the Thesis in Required Order**

Blank page

Abstract Title Page (**see attached samples A or A2**)

Abstract of Thesis (**narrative description of work –200 words or less –  
see attached sample B**)

Title Page (**see attached samples C or C2**)

Committee Signatory (**see attached samples D or D2**)

Dedication and/or Acknowledgment Pages (**optional**)

Table of Contents (**required**)

List of Tables, Illustrations, Charts, or Graphs (**must fit inside regular margins**)

Text

Footnotes/Endnotes

Bibliography and/or References

Appendix (**if applicable**)

Glossary (**if applicable**)

Vita (**optional – not numbered and not to exceed one typed page**)

Blank page

## **Submission of Thesis to the Graduate School Office and Academic Department**

### **1. Unbound Submission**

After the manuscript has been approved and signed by the full committee, submit ONE final original unbound manuscript (from the title page through the end of the thesis) in a letter-sized box along with the signed Title and Signatory Pages ONLY for each additional manuscript that will be bound to the Graduate School Office for the graduate dean's approval.

Tape a photocopy of the title page to the front of the box. Make sure to include a contact phone number on the photocopy.

Contact the Graduate School Office at 716-878-5601 at least **five working days after submission** for the results of the evaluation of your thesis. You will pick up the approved manuscript and signatory pages from the office and have all manuscripts bound. See Binding and Final Submission sections below.

### **2. Final Submission of Bound Manuscripts**

You are required to submit one (1) signed, bound manuscript to the Graduate School Office, Cleveland Hall 204, and two (2) copies to your department by the thesis submission deadline for the semester in which you plan to graduate or complete the thesis.

The Graduate School Office distributes the manuscript to Butler Library; the copy will be placed on the shelf for public use.

The department shall keep one copy and give one copy to the student's adviser.

### **Binding and Cover**

You may use any binding company you choose. Keep submission deadlines in mind when choosing a binder. The student is responsible for all production phases and should be aware that neither Buffalo State College nor any of its separate offices is responsible for matters involving the student and non-college agencies associated with production of the thesis. The student is responsible for correction of all errors in production and any errors must be rectified prior to acceptance of the thesis by the Graduate School Office.

**Cover** - Hard cover must be bound in black cloth and embossed in gold

**EXAMPLE**

Thesis Title
Your Name

**Spine** - The spine is stamped in gold as follows:

**EXAMPLE**

Your last name	Degree*	Year of thesis completion* *
Last Name	M.S.	2001

\* M.S., M.A., M.S. Ed.

\*\* In most cases, the year of thesis completion will be the same as the year of degree conferral.

## Student Checklist

### Manuscript Organization

- Use 8 ½" x 11" high-quality, acid free, plain white bond paper with minimum 20-lb weight and 100% cotton content
- Text on one side of paper only
- Standard type-face (Times Roman, Courier, Arial) of uniform size; tables, figures and appendices may use a different type-face and size
- Left margin - 1½ inches to allow for binding
- Top margin – 1 inch above the first line of type
- Right and bottom margin - should be at least 1 inch
- Indentations – five spaces in from the left margin
- Left justify all text
- Spacing according to your discipline's style manual or general guidelines outlined in this guide
- Pagination according to format outlined in this guide
- No unacceptable corrections to copy

### Thesis Components

- Blank page
- Abstract Title Page (**see attached sample**)
- Abstract of Thesis (**narrative description of work –200 words or less – see attached sample**)
- Title Page (**see attached sample**)
- Committee Signatory (**see attached sample**)
- Dedication and/or Acknowledgment Pages (**optional**)
- Table of Contents (**required**)
- List of Tables, Illustrations, Charts, or Graphs (**must fit inside regular margins**)
- Text
- Footnotes/Endnotes
- Bibliography and/or References
- Appendix (**if applicable**)
- Glossary (**if applicable**)
- Vita (**optional – not numbered and not to exceed one typed page**)
- Blank page

### Copies to be bound (at student's expense, all on thesis paper)

- 1 for The Graduate School (The Graduate School will forward to Butler Library)
- 1 for department
- 1 for adviser
- 1 for student (optional)

### Clearance for graduation

- Bound copies of thesis received by Graduate School Office by thesis submission deadline

SAMPLE A – Abstract Title Page

Behavioral Thermoregulation of the  
Largemouth Bass, *Micropterus salmoides*

by

Claire J. Student

An Abstract of a Thesis  
in  
Biology

Submitted in Partial Fulfillment  
of the Requirements  
for the Degree of

Master of Arts

August 2001 (thesis completion – May, August or December and year of thesis completion)

Buffalo State College  
State University of New York  
Department of Biology

SAMPLE A2 – Abstract Title Page, Multidisciplinary Majors

Behavioral Thermoregulation of the  
Largemouth Bass, *Micropterus salmoides*

by

Claire J. Student

An Abstract of a Thesis  
in  
Multidisciplinary Studies

Submitted in Partial Fulfillment  
of the Requirements  
for the Degree of

Master of Arts (or Science)

August 2001 (thesis completion - May, August or December and year of thesis completion)

Buffalo State College  
State University of New York

*SAMPLE B – Abstract of Thesis*

ABSTRACT OF THESIS

Behavioral Thermoregulation of the  
Largemouth Bass, *Micropterus salmoides*

*Begin your abstract two lines following the abstract heading.  
The abstract must not exceed 200 words.*

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Your Signature

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Date

**SAMPLE C – Title Page**

Buffalo State College  
State University of New York  
Department of Biology

Behavioral Thermoregulation of the  
Largemouth Bass, *Micropterus salmoides*

A Thesis in  
Biology

by

Claire J. Student

Submitted in Partial Fulfillment  
of the Requirements  
for the Degree of

Master of Arts

August 2001 (thesis completion – May, August or December and year of thesis completion)

Dates of Approval:

\_\_\_\_\_

\_\_\_\_\_  
Name of Thesis Adviser  
Academic Title  
Chairperson of the Committee  
Thesis Adviser

\_\_\_\_\_

\_\_\_\_\_  
Name of Chairperson  
Academic Title  
Chairperson of the Department of Biology

\_\_\_\_\_

\_\_\_\_\_  
Kevin Railey, Ph.D.  
Associate Provost and Dean of the Graduate School

**SAMPLE C2 – Title Page, Multidisciplinary Studies Majors**

Buffalo State College  
State University of New York

Behavioral Thermoregulation of the  
Largemouth Bass, *Micropterus salmoides*

A Thesis in  
Multidisciplinary Studies

by

Claire J. Student

Submitted in Partial Fulfillment  
of the Requirements  
for the Degree of

Master of Arts (or Science)

August 2001 (thesis completion – May, August or December and year of thesis completion)

Dates of Approval:

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Name of Thesis Adviser  
Academic Rank (i.e., Associate Professor)  
Chairperson of the Committee  
Thesis Adviser

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Kevin Railey, Ph.D.  
Associate Provost and Dean of the Graduate School

*SAMPLE D –Committee Signatory*

THESIS COMMITTEE SIGNATORY

Dates of Approval

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Name (ex: Richard Brown)  
Academic Rank of Department  
(ex: Professor of Biology)

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Name (ex: Dolores Green)  
Academic Rank of Department  
(ex: Associate Professor of Biology)

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Name (ex: Janice White)  
Academic Rank of Department  
(ex: Assistant Professor of Biology)