INSTRUCTIONS FOR PREPARING
THESES, DISSERTATIONS,
DOCTOR OF ARTS PAPERS,
and PROFESSIONAL PROJECTS

Revised 06/2016
IDAHO STATE UNIVERSITY
GRADUATE SCHOOL
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Introduction

This document is intended as a general guide for those students preparing theses, dissertations, Doctor of Arts (DA) papers, and professional projects unless otherwise specified. The primary purpose of this guide is to ensure consistency in format and style of such documents. For brevity, the language of this guide refers to theses/dissertations, and students should apply the guidelines to DA papers and professional projects unless these latter two are specifically detailed.

Style Manual Requirement

Students writing a thesis/dissertation should study the style manual approved by their department. Manuals currently approved by colleges and departments are available in the University Bookstore, the Eli Oboler Library and in the department offices.

A particular publication style manual does not necessarily provide for all details of standard thesis/dissertation form. In matters of format, students should be sure that the thesis/dissertation adheres to the Graduate School requirements that are detailed in this document.

Style Manuals Approved by Colleges and Departments


Some departments specify the approved department style as found in the guidelines for publication of the following journals:

11. American Anthropologist or American Antiquity
12. Journal of Bacteriology
<table>
<thead>
<tr>
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<th>Style Manual</th>
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<td>-</td>
</tr>
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<td>5</td>
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<tr>
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<td>7, 9, 12</td>
</tr>
<tr>
<td>Business</td>
<td>9</td>
</tr>
<tr>
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<td>1</td>
</tr>
<tr>
<td>Communication &amp; Rhetorical Studies</td>
<td>5</td>
</tr>
<tr>
<td>Counseling</td>
<td>5</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>5</td>
</tr>
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<td>Education</td>
<td>5</td>
</tr>
<tr>
<td>Engineering</td>
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</tr>
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</tr>
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</tr>
<tr>
<td>Health and Nutrition Sciences</td>
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</tr>
<tr>
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<td>6</td>
</tr>
<tr>
<td>Human Resource Training &amp; Development</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
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<td>2</td>
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</tr>
<tr>
<td>Psychology</td>
<td>5</td>
</tr>
<tr>
<td>Sociology</td>
<td>5</td>
</tr>
<tr>
<td>Speech Pathology/Audiology</td>
<td>5</td>
</tr>
<tr>
<td>Theatre and Dance</td>
<td>8</td>
</tr>
</tbody>
</table>
Use Authorization

In the interest of making a student’s research available to appropriate parties, all theses and/or dissertations submitted to Idaho State University are made available to the public. This is achieved by virtue of their deposit in the ISU Electronic Theses and Dissertations repository, although certain theses and/or dissertations may be subject to a temporary embargo. Publication rights are reserved to the author, subject to the provisions of research contracts, federal grant stipulations, or other agreements made by the author with the university. Because of this, permission to download and/or print for scholarly purposes must be explicitly granted by the author. Since difficulties may arise in locating the authors of theses/dissertations in order to secure permission to copy, all theses and/or dissertations will include the Use Authorization form in the preliminary pages. This form should be completed appropriately to indicate that such permission is granted.

Abstracts

Thesis Abstract

The student should prepare an abstract describing the essential content of the thesis in 150 words or less, double-spaced. An example of a thesis abstract is shown in the Appendix.

Dissertation Abstract

The student should prepare an abstract describing the essential content of the dissertation in 350 words or less, double-spaced. The abstract should reflect, precisely and accurately, the scope and sequence of the dissertation. No tables or illustrations are permitted. A copy of the abstract is included in the preliminary pages of each copy of the dissertation, headed simply ABSTRACT. The abstract is counted in the numbering sequence of the preliminary pages and is listed in the Table of Contents. The abstract is numbered according to its position in the preliminary pages.

Format

Margins

The margins should follow the guidelines given in the approved style manual being used by the department. It is important that the left margin be one and one-half inches wide in order to allow for potential binding.

For questions on format, consult the appropriate style manual or contact:

Graduate School
Idaho State University
921 S 8th Avenue, Stop 8075
Pocatello, ID 83209-8075
Office Phone: 282-2229; plandomn@isu.edu

For assistance with or questions on statistics, students are advised to work closely with their advisor and faculty within their college.
Thesis Page Order Model

The thesis should be arranged according to the approved style manual. Samples of the copy authorization, title, and approval pages are found in the appendix of this document.

1. Use Authorization (required, but not included on the Table of Contents)
2. Title page (required, but not included on the Table of Contents)
3. Copyright page (if appropriate) (not included on the Table of Contents)
4. Committee Approval page (required, but not included on the Table of Contents)
5. Research Approvals:
   a. Human Subjects Committee Approval page (if appropriate)
   b. Animal Welfare Research Committee Approval page (if appropriate)
6. Dedication (if appropriate) (not included on the Table of Contents)
7. Acknowledgment page/s (if appropriate) (not included on the Table of Contents)
8. Table of Contents (required, but not included on the Table of Contents)
9. List of Illustrations (if appropriate)
10. List of Figures (if appropriate)
11. List of Tables (if appropriate)
12. List of Abbreviations (if appropriate)
13. Glossary (if appropriate)
14. Abstract
15. Text of the thesis
16. References
17. Appendixes

Dissertation Page Order Model

Dissertations should be arranged according to the approved style manual. Samples of the copy authorization, title, and approval pages are found in the appendix of this document.

1. Use Authorization (required, but not included on the Table of Contents)
2. Title page (required, but not included on the Table of Contents)
3. Copyright page (if appropriate) (not included on the Table of Contents)
4. Committee Approval page (required, but not included on the Table of Contents)
5. Research Approvals:
   a. Human Subjects Committee Approval Page (if appropriate)
   b. Animal Welfare Research Committee Approval Page (if appropriate)
6. Dedication (if appropriate) (not included on the Table of Contents)
7. Acknowledgment page/s (if appropriate) (not included on the Table of Contents)
8. Table of Contents (required, but not included on the Table of Contents)
9. List of Illustrations (if appropriate)
10. List of Figures (if appropriate)
11. List of Tables (if appropriate)
12. List of Abbreviations (if appropriate)
13. Glossary (if appropriate)
14. Abstract
15. Text of the dissertation
16. References
17. Appendixes
Pagination

Preliminary pages are all numbered with lowercase Roman numerals centered at the bottom of the page. All other pages, text, notes, references, and so on are numbered according to the pagination guideline or rules stated in the style manual.

Type Style and Corrections

Theses/dissertations are to be typed according to style manual specifications. If not specified in the style manual, a type style such as Times New Roman, Courier, Prestige, Calibri, should be used. Font size should be 12 except for specialized purposes such as equations or labels for tables or graphs. A script type style is unacceptable.

Arrangement of Text

Arrangement of the sections within the text may or may not be defined in the department-approved style manual. Students should discuss textual arrangement with their committee members. The basic arrangement listed below is intended as a guideline and will not be applicable to all thesis/dissertations.

I. Introduction
   - Statement of the Problem/Statement of Purpose
   - Research Questions/Goals
   - Definitions
   - Assumptions/Limitations/Delimitations
   - Significance of the Study

II. Review of Literature

III. Methodology (Research and Process Procedures)
   - Participants/Sampling
   - Instrumentation
   - Procedures
   - Design/Analysis

IV. Results/Findings

V. Discussion/Conclusions/Summary
   - Discussion of Research Findings
   - Future Research Possibilities/Questions for Future Inquiry
   - Implications
Required Forms

Theses/dissertations will contain signed copies of required forms including Use Authorization and Committee Approval forms. In addition, other forms may be required for compliance with federal regulations. These forms may include those related to human subjects, animal welfare, hazardous waste control, biosafety, radiation safety, reactor safety, technical safety. **Students should consult their committees or the Graduate School to ensure inclusion of the necessary forms.** Forms can be obtained from the office or committee in charge of compliance; see Page 7 for a list of these offices and committees.

All forms required by federal regulations **must** be completed, signed, and on file with the Graduate School **prior** to the collection of data. Failure to follow required procedures regarding these forms may result in the rejection of the thesis/dissertation by the Dean of the Graduate School.

Committee Approval Form

Each thesis/dissertation will contain a committee approval form signed by the committee members only after **final** acceptance of the thesis/dissertation. Prior to final acceptance, each member of the candidate’s committee should carefully examine a draft that is essentially a final copy of the thesis/dissertation. Excessive numbers of corrections may warrant that a second or third draft be reviewed by the committee before committee members’ signatures can be given.

Theses/dissertations are approved after an oral examination. Oral examinations are scheduled by the student in coordination with the committee and department. The oral examination must take place no later than two weeks before the end of the semester in which the student intends to graduate. **Two weeks prior to the date of the oral examination, a draft of the thesis/dissertation must be presented in substantially final form to the committee for review.** Final form includes any and all inserted material—e.g., maps, photographs, plates, and so on. After the defense, committee members may decide that the thesis/dissertation requires revision and will refrain from signing off until required adjustments and improvements have been implemented. Such revisions may include only minor changes to the text that can be dealt with immediately. However, other adjustments may require elaborate restructuring, and additional scholarly work may even need to be done. Students should immediately address the committee’s concerns and rework the thesis/dissertation in response to the comments from committee members. The committee, under oversight of the GFR, has been charged with helping to bring students’ theses/dissertations to a level of excellent appropriate for viewing online by scholars around the world. The Graduate School will sign off approval of the thesis/dissertation only after evidence that this process has been rigorously conducted is presented.

**The final thesis/dissertation clearance must be in the Graduate School within two (2) weeks following the oral examination.**
Human Subjects Form

University policy requires that students who expect to engage in research involving human subjects—research covered by this policy includes both the collection of data through direct intervention and interaction or the acquisition of information from sources that allow personal identification of subjects—receive approval of their research procedures prior to the collection of data. The Human Subjects Committee application forms and CITI investigator training requirements are available at: http://www.isu.edu/research/hsc.shtml. For more information, contact the Human Subjects Committee through:

Dr. Ralph Baergen
English and Philosophy
Mail Stop 8056
Office Phone: 282-3371

Animal Welfare Research Form

If research involves the experimental use of vertebrate animals, approval must be obtained from the Animal Welfare Committee before purchasing or using animals. Information is available at: http://www.isu.edu/anmlcare. For more information, contact the Animal Welfare Committee through:

Dr. Curtis Anderson
Biological Sciences
Mail Stop 8007
Office Phone: 282-5813

Technical Safety Form

If research involves the use of radioactive materials, produces hazardous materials, or involves the disposal of hazardous and/or infectious waste, approval must be obtained from the Technical Safety Office Director. This approval must be obtained prior to purchasing materials or beginning research procedures. Information is available at: http://www.physics.isu.edu/health-physics/tso/ohome1.html. For more information, contact the Technical Safety Office Director through:

Mr. Peter Farina
Technical Safety Office
Mail Stop 8106
Office Phone: 282-3627

Biosafety Form

If your research involves bacterial or viral materials, you may need approval from the Biosafety Committee. In such cases, approval must be obtained prior to beginning research procedures. Information is available at: http://www.isu.edu/research/biosafety.shtml. For more information, contact the Biosafety Committee through:

Dr. James Groome
Biological Sciences
Mail Stop 8007
Office Phone: 282-2791

Students preparing theses/dissertations/DA scholarly work will submit one copy of the committee approved document to the Graduation Clerk in the Graduate School for review prior to final submission of the document. This review will not address issues of content, only issues of format. The Graduation Clerk will conduct a format review of the document, noting any errors, omissions, or necessary corrections, and then return this copy to the student for correction. Once the document has been corrected, the student will have permission to finalize the document and send the pdf to the Graduate School for electronic filing. If there are no format errors found, the student will be contacted and given permission to submit the final document to the Graduate School for electronic submission.

Please note: The Graduate School is the only entity that is to submit the documents to the ETD.

Binding

The University no longer requires bound copies of theses and dissertations. However, if the student or the student’s advisor would like bound copies, they are more than welcome to send copies of their thesis/dissertation to a binder, such as Kinkos.

Clearance

Prior to thesis/dissertation clearance, the student must complete the Thesis/Dissertation, DA Papers Review (see above for instructions).

Thesis Clearance

The student must submit to the Graduate School the following items two (2) weeks following the final oral examination.

1. One pdf version of your thesis.
2. One originally signed Use Authorization page.
3. One originally signed committee approval page.

The student, major advisor, and members of the thesis committee are responsible for all matters of accuracy related to form and content of the final thesis product.

Dissertation Clearance

1. One pdf version of your dissertation.
2. Confirmation of electronic submission of the Survey of Earned Doctorates. All research-based doctoral candidates and EdDs are required to submit the survey on-line at: https://sed-ncses.org
3. One originally signed Use Authorization page.
4. One originally signed committee approval page.

The student, major advisor, and members of the dissertation committee are responsible for all matters of accuracy related to form and content of the final dissertation product.
Use Authorization

In presenting this dissertation in partial fulfillment of the requirements for an advanced degree at Idaho State University, I agree that the Library shall make it freely available for inspection. I further state that permission to download and/or print my dissertation for scholarly purposes may be granted by the Dean of the Graduate School, Dean of my academic division, or by the University Librarian. It is understood that any copying or publication of this dissertation for financial gain shall not be allowed without my written permission.

Signature ________________________________

Date ________________________________
THE EFFECTS OF STEROID HORMONES ON CORONARY ARTERIES
IN JUVENILE GUINEA PIGS

by

Jane Student

A thesis

submitted in partial fulfillment

of the requirements for the degree of

Master of Science in the Department of Biological Sciences

Idaho State University

Summer 2016
APPENDIX: Sample Title Page, Dissertation

THE DEVELOPMENT OF TEMPERATURE REGULATION
IN THE NIH BALB/C MOUSE, MUS MUSCULUS

by

Jane Student

A dissertation
submitted in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy in the Department of Biological Sciences
Idaho State University
Summer 2016
A RIBBON AT A TIME:
A COLLECTION OF PERSONAL ESSAYS

WHEN POETIC BECOMES RHETORIC:
MYTHIC RE-VISION AS FEMINIST RHETORICAL TOOL

by

Jane Student

Papers
submitted in partial fulfillment
of the requirements for the degree of
Doctor of Arts in the Department of English and Philosophy
Idaho State University
Summer 2016
APPENDIX: Copyright

Copyright (Year) Student's Name

or

© (Year) Student's Name
APPENDIX: Committee Approval

To the Graduate Faculty:

The members of the committee appointed to examine the thesis of JANE STUDENT find it satisfactory and recommend that it be accepted.

_____________________________________________
Name,
Major Advisor

_____________________________________________
Name,
Committee Member

_____________________________________________
Name,
Graduate Faculty Representative

(Additional signature lines may be necessary in the case of dissertations and theses that involve committees of more than three faculty members.)
APPENDIX: Human Subjects Committee Approval Page

IDAHO STATE UNIVERSITY  
HUMAN SUBJECTS COMMITTEE  
NOTICE OF ACTION

RESEARCH PROPOSAL TITLE:

INVESTIGATORS:

SPONSORING AGENCY: ISU

PROPOSAL NO.: (Assigned by Human Subjects Committee)

HUMAN SUBJECTS COMMITTEE ACTION:

_xx_ PROPOSAL APPROVED AS IS

___ PROPOSAL APPROVED PENDING MINOR MODIFICATIONS. SUBMIT MODIFICATIONS FOR FINAL APPROVAL. SEE PAGE 22-25 IN THE MANUAL OF POLICIES AND PROCEDURES OF THE HUMAN SUBJECTS COMMITTEE FOR AN EXPLANATION OF THE PROCEDURES TO BE FOLLOWED. PLEASE BOLD ALL MODIFICATIONS MADE TO THE MODIFIED PROPOSAL!!

___ PROPOSAL REQUIRES MAJOR MODIFICATIONS. SUBMIT 12 COPIES OF THE REVISED PROPOSAL FOR COMMITTEE REVIEW. SEE PAGE 22-25 IN THE MANUAL OF POLICIES AND PROCEDURES OF THE HUMAN SUBJECTS COMMITTEE FOR AN EXPLANATION OF THE PROCEDURES TO BE FOLLOWED. PLEASE BOLD ALL MODIFICATIONS MADE TO THE MODIFIED PROPOSAL!!

___ PROPOSAL WAS DISAPPROVED

__________________________  ___________
Human Subjects Committee Chair        Date

Note: Approval is for a maximum period of one year. Projects extending beyond that time period should be renewed.

The researcher must notify Human Subjects Committee immediately in cases where the subject is harmed. Information (e.g. adverse reactions, unexpected events/outcomes) that may impact on the risk/benefit ratio should also be reported to, and reviewed by the HSC to ensure adequate protection of the welfare of the subjects.

_x_ Investigator  
_x_ Dean of Research  
_x_ Office of Sponsored Programs  
_x_ Human Subjects Committee
RE: Your application dated ( ) regarding study number ( ): [study title]

Dear [PI]:

I have reviewed your request for expedited approval of the new study listed above. This is to confirm that I have approved your application.

You may conduct your study as described in your application effective immediately. The study is subject to an annual review on or before [closure date], unless closed before that date.

Please note that any changes to the study as approved must be promptly reported and approved. Some changes may be approved by expedited review; others require full board review. Contact Tom Bailey (208-282-2179; fax 208-282-4723; email: amnlcare@isu.edu) if you have any questions or require further information.

Sincerely,

Curt Anderson, PhD
IACUC Chair
APPENDIX: Sample Table of Contents

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TITLE