

Cautionary Statement and Rules of Form for the Ed.S. Research Project

Please adhere strictly to the attached “Rules of Form for the Preparation of the Master’s Thesis/Ed.S. Research Project”. Where your style manual and the “Rules of Form” conflict, the “Rules of Form should be followed. You are responsible for seeing that these “Rules of Form” are followed to the letter. If your margins are wrong, for example, your document will not be approved.

We have found that there are times when the students’s document has been printed within the guidelines of the “Rules of Form”, but the photocopying results in different margins in the copies than on the original. The guidelines of the “Rules of Form” should be clear to the individual in charge of copying your document.

It is strongly suggested that you stop by the Graduate School Office before you print your document. This allows us to determine the quality of the print you intend to use. Next, after you print your first copy, either you or your typist should stop by the Graduate School Office to determine if your thesis/Ed.S. research project complies with the “Rules of Form”. Maintaining close contact with our office will help ensure that there are no bad last minute surprises.

We wish you well in your research endeavors. Please do not hesitate to contact the Graduate School Office at 770-836-6419 if we can assist you in any manner.

***** Please note that not all Ed.S. programs require the submission of an Ed.S. research project to the Graduate School Office. Please check with your department to see if you are required to submit a research project. *****

The State University of West Georgia
The Graduate School

**Rules of Form for Preparation of a Master's
Thesis/Ed.S. Research Project**

Revised 1998

1. Students are required to submit the original and two copies of the thesis/research project to the Graduate School office. All copies must be clear and legible and **MUST** meet the specifications outlined below.
2. The student must pay for the binding of three copies and the microfilming of one copy.
3. The original copy of the thesis must be produced on a typewriter, PC, or word processor with a printer that produces letter quality type compatible to pica or elite typewriter type. Very small or very large type will not be accepted. The following are examples of acceptable and unacceptable fonts and size.

ACCEPTABLE

Times Roman (12 pt)

Arial Regular (12 pt)

Courier (12 pt)

Standard American Typewriter (elite or pica)

UNACCEPTABLE

0171

Arial 10 pt

Garamond

Marigold

If there are any questions concerning the typeface of the document, please check with the Graduate School Office to determine if your type, style/size will be acceptable. Paper shall be bond with 25% fiber content and shall measure 8 1/2 by 11 inches. Copies should be a high quality photocopy on bond or high quality plain paper.

4. The page format should be as follows:
 - a) 1 1/2 inches on the left
 - b) 1 inch from the top, right, and bottom of the page.
 - c) text should be double spaced except in the case of quotations of four or more lines, which should be single spaced and indented in accordance with the style manual being followed.
5. The style of the body of the thesis/research project, including parenthetical references, notes and bibliography, should conform to the latest edition of the Chicago Manual of Style, the Publication Manual of the American Psychological Association, the Modern Language Association Style Manual, or A Manual for Writers of Term Papers, Theses and Dissertations by Kate Turabian. Theses in the sciences will follow the standard authors' guide prescribed by the departments concerned.
6. The thesis/research project shall be assembled and the pages numbered as follows;

- a) **Title page** followed by **Approval Certificate** page (neither of which shall bear a number)
 - b) The **Abstract, Preface** and/or acknowledgements, **Table of Contents**, and **Lists of Tables** should be numbered in lower case Roman numerals, centered at the bottom of the page. The first page starting with the abstract should begin with "iii" since there are two preceding pages although unnumbered.
 - Abstract**
 - Preface and/or acknowledgments** (if desired)
 - Table of Contents**
 - Lists of Tables, figures and/or illustrations** (if necessary)
 - c) The text should be arranged in sections consistently in accordance with the style manual followed. The pages of the text should be numbered in Arabic numerals. The first page of the text should not bear a number, however, the second page and all proceeding pages of the text should have a number in the upper right corner within the margin.
 - Text**
 - A blank sheet of bond paper should precede the title page and another follow the final page of the thesis/research project.
7. Explanatory notes, if used, shall be written in the form prescribed by one of the style manuals previously mentioned and should be noted at the end of every chapter.
 8. A bibliography in the form prescribed by one of the style manuals shall follow the text of the thesis/research project. Any necessary appendices shall follow the bibliography.
 9. Illustrations, tables, figures, etc. should not be larger than the space within the margins (see 2 above) so that they will not be sheared in binding. Illustrations shall be securely mounted on paper which meets specifications. Illustrations and figures must be high quality resolution, photo quality or better. It is suggested that where possible all copies of illustrations and etc. should be produced by a high quality printer.
 10. When the thesis is completed and properly signed by the major professor and the department chair in the major field, all copies (unbound) shall be deposited with the Dean of the Graduate School for examination and approval.
 11. Semester deadlines for submission of the thesis/research project will be published annually in the graduate catalog as well as the semester bulletins.