

**Graduate School
University of West Georgia**

Cautionary Statement

Masters Thesis / Ed.S. Research Project

Please adhere strictly to the attached *Rules of Form for the Preparation of the Masters Thesis/Ed.S. Research Project*. The *Rules of Form* should be followed where your style manual and *Rules of Form* conflict. You are responsible for seeing that the *Rules of Form* are followed to the letter. If your margins are wrong, for example, your document will not be approved.

We have found there are times when a student's document has been printed within the guidelines of the *Rules of Form*, but photocopying results in different margins in the copies than in the original. The guidelines of the *Rules of Form* should be clear to the individual in charge of copying your document to ensure the margins are set to specifications provided in the *Rules of Form*.

It is strongly suggested that you visit the Graduate School Office before printing your document. This allows us to determine the quality of the print you intend to use. Next, after printing your first copy, either you or your typist should visit 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 helps to ensure there are no major problems or concerns that may prevent your document from being completed and sent to the bindery.

We wish you well in your research endeavors. Please do not hesitate to contact the Graduate School Office at 678-839-6419 should you need assistance.

Graduate School University of West Georgia

Rules of Form for Preparation of Masters Thesis/Ed.S. Research Projects

Revised July 15, 2009

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 Personal Desktop/Laptop Computer. The print size formatting must follow the **ACCEPTABLE** formats provided below. Very small or very large type that is formatted in an **UNACCEPTABLE** font will not be accepted. The following are examples of acceptable and unacceptable fonts and size.

ACCEPTABLE

Times New Roman (12 pt)
Arial Regular (12 pt)
Courier New (12 pt)

UNACCEPTABLE

Onyx
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 font style and size are acceptable. Your final copies should be made using a high quality BOND paper with 25% fiber content or high quality plain white paper. Your paper size should measure 8.5 inches x 11 inches (standard letter size).

4. The page format should be as follows:
 - a) 1.5 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 respective departments.

6. The Thesis/Ed.S. Research Project must be assembled and the pages numbered as follows:
- a) **Title page** followed by **Approval Certificate** page (neither of which should 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, should 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 should 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 they will not be sheared in binding. Illustrations should 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) should be submitted to the Dean of the Graduate School for examination and approval.
11. Semester deadlines for submission of the Thesis/Ed.S. Research project are published annually in the graduate catalog, in semester bulletins (The Scoop), and on the Graduate School web site (<http://www.westga.edu/~gradsch/gradforms.php>).
12. **QUESTIONS:** Please contact the Graduate School at 678-839-6419.