



GUIDELINES FOR THE PREPARATION OF THESIS/DISSERTATION MANUSCRIPT

Last revision: July 17, 2019

The individual student is responsible for fulfilling all university requirements for the preparation and submission of the manuscript. It is also the responsibility of the student and/or Thesis/Dissertation Advisor to monitor the approval and submission process. These guidelines provide information helpful in the preparation of the manuscript and describe certain formal requirements to which the author should adhere. Failure to follow these requirements may jeopardize the planned completion date of the degree. Any questions about the guidelines should be directed to the departmental and/or collegiate graduate coordinator.

Selection and Appointment of the Thesis/Dissertation Committee

The student should consult with a professor in the area of specialization and discuss the general topic of the proposed thesis/dissertation. Upon mutual agreement, and subject to departmental policies, this professor will serve as the Thesis/Dissertation Advisor (advisor).

Subject to specific departmental policies and procedures, the advisor will meet with the department chair in order to select members of the committee. The minimum size of the committee, including the advisor, shall be three members. A list of committee members shall be kept in the student's departmental file. Subsequent changes to the committee's membership will be governed by departmental and/or collegiate policies.

Thesis/Dissertation Proposal

Prior to conducting studies that involve human subjects, the individual student must receive approval for his/her activities from the Institutional Review Board (IRB) following the current Procedures and Guidelines for the Protection of Human Subjects. Students involved with research involving animals should obtain permission from the Institutional Animal Care and Use Committee (IACUC). Please consult your advisor for details on either requirement. Failure to receive the appropriate approval may result in the disqualification of the thesis/dissertation.

Writing the Manuscript

- The student shall write the manuscript under the guidance of the advisor.
- The student may seek guidance from other committee members as needed.
- Style and form of the manuscript
 1. The department will determine the specific style manual to be followed in the writing of theses for that department.
 2. Students will be expected to adhere to the specifics of style and form contained in the department's adopted style manual. The advisor is responsible for supervising this adherence and for reconciling any potential conflicts between the style manual and Murray State University thesis guidelines.
 3. Brief quotations from another source do not require copyright permission under the "fair use" doctrine. Should the quotation exceed the "fair use" of the work, you must obtain permission from the copyright owner. In determining whether the use exceeds the "fair use" doctrine one must consider the nature of the copyrighted work, the amount and substantiality of the portion used in relation to the copyrighted work as a whole, the effect of its use on the market or value of the quoted work, and whether the use of the copyrighted materials is for commercial or for non-profit educational purposes. IF IN DOUBT, OBTAIN PERMISSION.

Parts of the Manuscript

Regardless of the style manual adopted by the department, the thesis should contain the following parts in the order listed:

- A. Title Page (see Appendix I)
- B. Acknowledgements (optional)
- C. Abstract
- D. Preface (optional)
- E. Table of Contents (see Appendix II)
- F. List of Illustrations (if applicable)
- G. Text (chapters, if applicable; see Appendix II: Sample Table of Contents)
- H. Appendices (to include IRB/IACUC approval letter, if applicable)
- I. Bibliography

Production

- The manuscript should be produced on a word processor using standard serif fonts such as Times New Roman or Century; if desired, sans serif fonts such as Arial may be used for headings. Any fonts used must be clear, consistent, and easily readable with a font size of 12.
- The signature page is generated as part of the thesis/dissertation system.
- Text should generally be double-spaced, though single- and/or triple-spacing may be employed consistent with the adopted style manual (e.g., for long quotations, bibliography, etc.).
- Top, bottom, and right margins must be one inch and the left margin 1.5 inches for binding. A two-inch top margin should begin the first page of each text chapter.
- Page numbers should be placed 1/2 inch from the top and 1 inch from the edge of the upper right corner of the page. Preliminary pages to the actual text are numbered in lower-case Roman numerals. The title page is not numbered. The next page (usually acknowledgements) is numbered iii, the next iv, and so forth. The signature page would be considered as page ii if printed. The actual text and following parts of the thesis are assigned Arabic numerals beginning with 1 and continuing to the last page.
- Illustrative Materials
 1. Special care should be taken in the preparation of tables, charts, pictures, graphs, or similar illustrations. Illustrative material must be very sharp, dark, and clear for reproduction.
 2. Photographs and similar illustrative materials should be scanned into the document in compliance with copyright laws.
 3. If circumstances force the external attachment of such materials, archival quality materials and adhesives should be used.
 4. The student must obtain and pay for any and all permissions required for printing and reprinting copyrighted or otherwise controlled material in the thesis prior to its inclusion and make available copies of all such permissions to the Thesis Committee upon request.

For information on the Routing Process and Reproduction of the Thesis, refer to www.murraystate.edu/finishyourthesis.

Appendix I: Sample Title Page

TITLE OF THE THESIS/DISSERTATION ALL IN CAPS

A Thesis/Dissertation
Presented to
the Faculty of the Department (or School) of [insert discipline]
Murray State University
Murray, Kentucky

In Partial Fulfillment
of the Requirements for the Degree
of [Insert specific name of degree]

by [Insert full name of student] [Insert
month and year degree granted]

Appendix II: Sample Table of Contents (the page numbers are given as an example)

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