PREPARATION GUIDE

for Theses, Dissertations and Professional Papers

College of Graduate Studies
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PREPARATION GUIDE FOR THESES, DISSERTATIONS AND PROFESSIONAL PAPERS

by

MSU College of Graduate Studies

A guide prepared to assist graduate students in fulfilling the requirements for the degree of Doctor of Philosophy, Master of Science, etc. in Department of Study

MONTANA STATE UNIVERSITY
Bozeman, Montana

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Certain basic principles involved in preparing theses, dissertations, or professional papers have been quite constant over the years. Information received through a survey of Western United States graduate schools by the Montana State University College of Graduate Studies and a national study by the University of Tennessee, Knoxville, have been used in the preparation of this edition of the *Preparation Guide for Theses, Dissertations, and Professional Papers*. Comments and suggestions from advisors, students, librarians, and reproduction specialists have also been incorporated in an effort to continue with a uniform set of standards applicable to all fields, although not in absolute conformity with any one.

This *Guide* outlines minimum requirements for theses, dissertations, and professional papers and allows some latitude for the accommodation of individual differences among the many academic fields. Each student author is expected to conform to good scholarly and professional practice in his or her field; yet in all instances of alternatives or conflict, the practice required by this *Guide* must prevail. No departmental requirement, personal preference of a student or advisor, nor intent to meet specific publication requirements of a journal or society may take precedence over these minimum requirements.

It is the student’s responsibility to see that the thesis, dissertation, or paper conforms in all respects to the requirements of this *Guide*. *Earlier editions of this Guide, theses and dissertations previously completed by graduate students, and professional papers previously accepted should not be used as reference sources.*
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CHAPTER 1

INTRODUCTION

The master's thesis, doctoral dissertation, or professional paper is one of the most important of the requirements for an advanced degree. It embodies the methods, results, and conclusions of a particular research undertaking. The literary style used reflects the individual’s personality and ability to communicate. There may be occasions when two students working under the direction of a single advisor will logically want to research two different aspects of a problem area. This may be done but the research must culminate in two separately written theses.

Throughout this Guide the term “thesis” means master’s thesis, professional paper or doctoral dissertation, except when differences in requirements necessitate more specific language. Samples of certain forms and pages appropriate to different degree requirements are included in the appendices.

THIS GUIDE TAKES PRECEDENCE OVER ALL OTHER GUIDES OR THESSES AND PUBLICATION MANUALS.
CHAPTER 2

ORGANIZATION

The overall organization of the thesis should be clear in the mind of the student before any serious attempt is made to do the writing. Theses should be organized into three parts: (1) the front matter or preliminary pages, (2) the text, and (3) the reference matter. The parts are described in the order they are to appear in the thesis.

The Front Matter

The front matter is numbered with lower case Roman numerals. Numbering for text and reference matter begins with page 1 using Arabic numbers.

Fly Leaves

The fly leaves are two blank sheets at the beginning and two blank sheets at the end of the thesis of the same type of paper as is used in the thesis. They are not counted or numbered; they are solely for the purpose of protecting the pages of the thesis.

Title Page

The title page is counted as page i (lower case Roman numeral), but is not numbered. The reference point for centering lines on the title page is the same as that for other centering in page layout--the center of the regulation printed line between the left margin of 1-1/2 inches and the right margin of 1 inch.

Normally the title of a thesis can be included in one or two lines. Longer titles should be avoided if possible. (Please refer to the section “Selection of a Title” in Chapter 3.) If
a title requires only one line, the first line should be 3 inches from the top edge of the page. A two-line title should start approximately 2.75 inches from the top edge of the page and be double-spaced. A three-line title should start 2.5 inches from the top edge of the page and be double-spaced. The general form of the title should be that of an inverted pyramid. The word “by” should be 4 inches from the top edge of the page and the author’s full name 2 lines below.

The phrase beginning “A thesis submitted…” should begin 6 inches from the top edge of the page. The spacing in this part is evident from the sample title page included in Appendix A of this Guide. The degree named must be the same as the program into which the author was accepted. (Education degrees must be stated as “Master (or Doctor) of Education.” No particular emphasis is stated, e.g., Curriculum and Instruction, Adult and Higher Education, etc.)

The line “MONTANA STATE UNIVERSITY” is 9 inches from the top of the page and is followed with Bozeman, Montana on the next line. The month and year in which the thesis will be accepted by the Graduate Dean is centered one double space below “Bozeman, Montana,” writing out the month and using Arabic numerals for the year. If the department desires, a professional paper which is written as a part of the requirements of a specific course may be dated with the month (May, August, or December) and the year in which the course is completed.

Doctoral students must furnish the College of Graduate Studies with one extra copy of the title page when dissertations are submitted. Bell & Howell Information and Learning requests that this extra title page is included with the dissertation when it is submitted for microfilming by their company.
Copyright Notice

Students may choose to copyright their theses. If they do, a notice of copyright must be included immediately following the title page before the thesis is submitted to the College of Graduate Studies. This page is neither counted nor numbered but must be included in every copy of the thesis.

Students should be aware that Montana State University has developed a “Memorandum of Understanding Regarding Student and Faculty/University Patent Rights and Copyright” as a means of safeguarding the rights of students, faculty, and the University. A copy of this memorandum is provided in the MSU Faculty Handbook. The University Legal Counsel may be contacted for further information related to copyright. The notice of copyright, when included in the thesis, must follow the format of that shown among the samples in Appendix A.

Approval Page

The thesis approval page is counted and numbered as page ii. Original signatures must be on all copies submitted to the College of Graduate Studies. All signatures must be in blue or black ink. No one may sign for another person on your Approval Page, so check the availability of your signers to be sure you can get the signatures you need, and still meet the College of Graduate Studies schedule for submission and graduation. Photocopied signatures are not acceptable. Details of content and format are illustrated on the sample in Appendix A.

Statement of Permission to Use

This page, numbered as page iii, must bear the original signature of the author.
granting the Library permission to make the thesis available for inspection and limited copying, and must immediately follow the approval page in each copy of all theses. Statements differ for master and doctoral degrees. (See samples in Appendix A.)

Frontispiece or Dedication

Neither of these is required nor recommended. However, if one is desired it should be concise and tastefully stated. This page should not be titled; it should be single-spaced and numbered in the Roman sequence.

Vita

A vita is optional but, if used, must be numbered. It usually contains the full name of the author, date and place of birth, parentage, secondary education, and collegiate degrees. The vita should be written in essay form in the third person, and may not exceed one single-spaced, typed page.

Acknowledgments or Preface

An acknowledgment is optional but when used must be double-spaced, numbered and limited to one page. Acknowledgments should be simple and tactful. If a preface is used, acknowledgments should appear as the final paragraph and a separate acknowledgment not used.

Table of Contents

The table of contents is a complete, detailed listing with page numbers of all subdivisions of the thesis that follow the table. Each listing in the table of contents must be identically worded to each subdivision heading in the thesis. All table of contents
pages are counted and are numbered with lower case Roman numerals. The table of contents in this *Guide* (page ii) illustrates the required style and format.

**List of Tables & List of Figures**

Tables and figures are listed separately and each list must begin on a new page. These pages are counted and numbered with lower case Roman numerals. The List of Tables precedes the List of Figures. Both lists should be prepared in the same format as the table of contents. (See samples in Appendix A.)

**Glossary or Nomenclature**

A Glossary or Nomenclature section is an alphabetized list of uncommon or specialized words used in the text, and their definitions. It is an optional (and rarely used) section in a thesis or dissertation.

The first page of a glossary should comply with the format of the first page of chapters or main sections. Succeeding pages should comply with the general text format. Glossary entries should begin flush with the left margin. Second and additional lines should be indented five spaces. Entries should be single-spaced, with two spaces between entries. A glossary placed in the front matter should precede the Abstract. When placed in the reference matter, it should precede the References Cited.

**Keywords**

All students submitting theses or professional papers to the College of Graduate Studies must provide a separate sheet listing keywords concerning the subject matter of the thesis. This keyword list is used by the Library staff in cataloging and facilitating
access to the document. The format for the list is as follows:

- Full legal name of student
- Semester of graduation
- Full name of advisor
- Title of thesis or professional paper
- Short list of keywords concerning subject of thesis or paper

Examples cited by Library are:

Title: Physiographic Components of Trail Erosion  
Keywords: Trails, Soil compaction, Soil erosion

Title: Biological and Chemical Characterization of Active Metabolites Produced by Pyrenophora Teres  
Keywords: Pyrenophora teres, Barley diseases, Barley, net-spot blotch disease

Abstract

The abstract must contain the following elements: (1) statement of the problem, (2) procedure or methods, (3) results, and (4) conclusions. It is numbered and must conform to the margin requirements for the rest of the thesis. It must be single-spaced on one page and must not exceed 350 words in length. Mathematical formulas, abbreviations, diagrams, and other illustrative materials should not be included in the abstract. It should be written to be understood by a person who does not have expertise in the field.

Special Copies of the Doctoral Dissertation Abstract. In addition to the abstract described in the preceding section for inclusion in the dissertation, two double-spaced copies are required. The text of this special abstract must be identical to that included in the dissertation. It must not be numbered, and must have the title, author’s full name, advisor’s full name, the name of Montana State University and date above the text. It may not exceed 350 words in length under any circumstances. A sample of the special
abstract required of doctoral students is included in Appendix A.

**Special Copy of the Master’s Thesis Abstract.** One extra copy of the abstract must be presented to the College of Graduate Studies. It must have the title of the thesis, the author’s full name, and the year typed on two separate lines at the top center of the page, in addition to the abstract content. The two lines should follow this format:

**EFFECTS OF FIRE AND LOGGING ON LANDSCAPE STRUCTURE**  
Henry Bond Wilmer, 2000

**The Text**

Traditionally, the text of a thesis is divided into several parts. The first part is usually an introduction, giving the historical background of the problem or general area of interest and the pertinent reasons why the particular research problem was selected.

Following the introduction is a concise statement of the problem to be solved or the hypothesis to be tested. This statement should be carefully written because a logical argument can be presented only if the problem or hypothesis is accurately stated.

After the statement of the problem or the hypothesis, the experimental procedures are explained. While overly detailed descriptions of ordinary laboratory or research procedures should be avoided, care should be taken to describe accurately and completely procedures that are unique or have been specifically adapted for the solution of the researcher’s special problem.

Following a discussion of the research procedures, it is customary to present the results of the pertinent experiments that were conducted to solve the problem or to test the hypothesis. There are many ways to present experimental data to provide a clear
visual picture of the experimental results. In interpreting the results, the writer may present arguments for sustaining or rejecting the original problem statement or the proposed hypothesis.

The final part of the text is the summary wherein the author, by means of well-selected statements, reviews the highlights of his or her contribution to the field. Summaries at the close of each chapter should be avoided, as they are redundant.

All major divisions in the text should be considered as chapters and must begin on a new page. Dividing the text forces the writer to organize the material for presentation and it is easier to refer to a portion of a thesis by chapter or heading rather than by page. Other levels of subheadings must be used consistently and be properly placed in all chapters of the thesis. An example of required format for several levels of headings is presented in Appendix A.

The Reference Matter

Reference matter is considered to be an integral part of the thesis and is, therefore, numbered with Arabic numbers consecutively in sequence with the text. Reference matter may include a bibliography or list of references cited, an appendix or appendices, a glossary, notes to the text, a list of nomenclature or symbols, an index, or even a supplementary report. A bibliography or list of references cited and appendices are the most common types of reference matter.

Bibliography or Literature Cited

All theses must include a bibliography or list of references cited. Each individual
citation should be single-spaced, with double-spacing between citations. Use the term for this section that appropriately describes what is included. For example, “Bibliography” indicates an exhaustive listing of reference materials. If only references cited in the study are listed, the title of the section should be “References Cited”.

All bibliographic information must be given in this section so that the reader can easily refer to the original source. Use a supplementary thesis manual to determine the appropriate style for listing references. The bibliography will precede the appendices except when the appendices contain references that have not previously appeared in the text.

Appendices

Questionnaires with letters of response are often appropriate appendix material. Permission to use copyrighted material, original data, lengthy tables or tables that seem important but are not required, computer printouts, forms, documents, or required bulky material should be placed in the appendices. This material should be subdivided into logical classifications and each appendix should be given a separate letter and title. A part-title page headed “Appendices” must be used when more than one appendix is included. Select appendix material carefully and only include what is pertinent.

CHAPTER 3

MECHANICS, MATERIALS, REPRODUCTION, AND BINDING

Mechanics and Materials

Careful attention to mechanics is essential to the successful completion of an
acceptable thesis. Materials used must meet the College of Graduate Studies requirements.

Selection of a Title

The selection of an appropriate title is important because the title provides a primary description and plays an important role in the future usefulness of your work. It will also determine the ease and accuracy that your work can be retrieved and studied by others.

The following suggestions from Bell & Howell Information and Learning should be considered by all writers: use words in the title that are descriptive of the content; the emphasis should be on nouns; eliminate words in the title that add little or nothing to an understanding of content: words like “A Study of…”, or “Principles and Practices of…”, or “The Origin and Development of…”; and be sure to use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, etc.

Title selection for doctoral dissertations is especially important because Bell & Howell has a prepared index that uses all important words in the title as descriptors. These are manipulated to form the monthly index and the annual cumulated indexes. This index also uses key words in the titles for retrieving pertinent dissertations.

Selection of a Supplemental Form and Style Manual

This Guide takes precedence over all other references to form and style for areas covered. However, the student will usually need to select an additional style manual for supplemental assistance in the preparation of the thesis. It is recommended that only one reference manual be selected, and the writer must be consistent in its use. The College of Graduate Studies recommends the most recent editions of the following
standard references.


Slade, C., Form and Style: Research Papers, Reports, and Theses, Boston: Houghton Mifflin Co.

In cases of disagreement between the standard references cited above and publication guides for specific fields or disciplines, the standard references will prevail unless the graduate student has received prior approval from the College of Graduate Studies to use the form or style indicated by the field publication guide. Deviations from the standard references will usually be granted only for specific items of form or style.

**Word Processing, Printing, and Spacing**

Ten point and 12 point size fonts are acceptable, although 12 point is preferred. The same style and size of font must be used throughout, except on graphs or tables where special forms of printing may be more appropriate. Italic, script, or other nonstandard font styles are not acceptable except for emphasis or other special purposes. Justification (aligning) of the right margin is acceptable, providing all usual criteria are met and words are correctly hyphenated.

Printouts must be done with a laser quality printer on plain, unlined paper. The cancelled zero must never be used, and proper hyphenation is required.

The body of the thesis must be double-spaced; spacing between both lines and paragraphs must be the same; indented paragraph style is required. A consistent system of headings and subheadings must be used throughout. Please refer to the sample in the Appendices for spacing requirements of headings and subheadings. Letters or numbers
may not precede subheadings. Special requirements for front matter are described in the subsections of Chapter 2 of this *Guide*.

**Paper**

Both copies of the thesis that are presented to the College of Graduate Studies must be on white, 20-pound bond paper, 8-1/2” x 11” in size and of uniform make. Use a smooth, flat surface, paper when printing the masters. Do not use ripple bond, erasable bond, onionskin or high rag content paper, since these do not provide a good quality copy.

**Margins**

All minimum margins of a thesis are 1 inch except the left, which is 1-1/2 inches. These margins are essential for proper trimming and binding. Theses that do not strictly adhere to these margins on all pages, including appended material, will not be accepted. Page numbers must be below the 1-inch top margin.

**Numbering of Pages and Order of Assembly**

Every page in a thesis (except the copyright notice) is counted and must be assigned a number. A numeral appears on every page except the title page and copyright notice.

There are two separate series of page numbers. The first, in lower case Roman numerals, begins after the title page with page *ii* (the title page is counted as page *i*, but no number is placed on it), and ends with the last page preceding Chapter 1. The second series, in Arabic numerals, begins with the first page of Chapter 1 and continues throughout the thesis, the bibliography, and the appendix. All other pages (except the
copyright notice, when used) are counted and numbered.

Page numbers are to be centered between the margins with the top of the number 1-inch from the top of the page. A double space must be allowed between the number and the first line of copy on the page. Follow the guidelines set on page 36 for formatting pages that begin a new chapter.

The thesis must be assembled in the following order:

A. The Front Matter
   Two flyleaves
   Title page
   Copyright notice (when thesis is to be copyrighted)
   Approval page
   Statement of permission to use
   Frontispiece or dedication (optional, not recommended)
   Vita (optional)
   Acknowledgments or preface (optional)
   Table of contents
   Lists (List of Tables, List of Figures, etc. when necessary)
   Glossary or Nomenclature (when necessary)
   Abstract

B. The Text
   Introduction
   Main body of thesis

C. The Reference Matter
   Bibliography, Literature Cited, or References Cited*
   Appendix* or Appendices*
   Index (optional)
   Two flyleaves

* Division pages are suggested but optional. However, if one is used preceding the bibliography, one must be used preceding the appendix, and vice versa.
* When more than one appendix is used, division pages are required preceding the bibliography and the appendices.

Quotations

Direct quotations of less than four lines may be run into the text and enclosed in double quotation marks. Direct quotations of four lines or more must be single-spaced
and set off in an indented separate paragraph. Short quotations may be single-spaced and set off if it is important to make them stand out from the rest of the text.

Illustrations: Graphs, Charts, Maps, Photographs, Colored Slides, Computer Printouts, Schemes, Plates, etc.

Illustrations are used to provide graphic representations of material that is too difficult to explain in words. Illustrations are to be inserted throughout the thesis as either figures or tables, except for large maps or plates that must be folded and placed in a pocket at the back of the thesis. Such maps or plates must be listed on a page properly titled following the “List of Figures”. Locate each table or figure as soon as possible after it is first referred to in the text. Illustrations, including captions and legends, should be placed entirely on one page whenever possible. Long tables may be continued onto the following pages; wide tables must be reduced photographically to fit inside the regular page margins but may be placed broadside on the page. Reduced font size may not be smaller than 9 point. Divide data into additional tables whenever possible instead of reducing or continuing tables.

Include textual material on the same page with illustrations whenever possible. Gaps or blank spaces of over 2 inches will not be accepted. An illustration that is included on a page within textual material should be triple-spaced both before and after it. Usually, illustrations should be placed between complete paragraphs of textual material. More than one illustration may be shown on the same page provided they are clearly separated by at least three spaces. Illustrations of a single type (tables, as an example) must be numbered consecutively throughout the thesis, including the appendix. Use of divided
illustrations is not permitted. Captions should be placed consistently in the same locations, either above or below the illustrations, throughout the thesis and must be in print at least as large as the print used for the text. Examples are provided in Appendix A.

Colored images (figures and tables) are acceptable with the following caveat: colored photographs and color-coded illustrations are discouraged within doctoral dissertations because of microfilming problems. Cross-hatching and other illustrative methods are suggested instead. Screened half-tone negatives provide the highest quality reproduction when using actual photographs. Illustrations that cannot be reproduced on standard thesis paper may be allowed only by special permission of the College of Graduate Studies. Such illustrations must be dry pressure mounted or heat fused to ordinary thesis paper and cannot be mounted with cellophane tape, rubber cement, or household glue.

Except for theses in the School of Art (discussed in Chapter 4), the use of colored slides as illustrative material will not be permitted. All material generated using standard word processing software such as Microsoft Word™ or Corel WordPerfect™ must be of publication quality. If computer code is a necessary part of the thesis or dissertation, the body of the code should appear in the appendix and again, the presentation of the code must be of sufficient quality to be acceptable for publication. The use of any lined or colored paper is not allowed and the code must be on the same paper as the rest of the thesis or dissertation. Computer generated data should be arranged in tables and appropriately numbered and titled.

Captions on all illustrations should follow a consistent format throughout the thesis. All should be either in inverted-pyramid style, block-style, or indented paragraph style,
and must be in print at least as large as that used for the text of the thesis. Facing page captions are not usually allowed because of microfilming problems. Occasionally it is impossible to photographically reduce a chart or map to fit within the margins and also have a caption on the same page. Every attempt should be made to stay within the required margins, but in instances where it is impossible, request assistance from the College of Graduate Studies staff on formatting facing caption pages.

Numbering of each type of illustration, especially tables and figures, must be consecutive from the beginning of the text through the appendix.

**Reproduction**

Neither of the two required copies of theses submitted to the College of Graduate Studies may be reproduced by photocopying. Colored paper may not be used. The quality of all theses is the responsibility of the student and faculty advisor, and only those meeting an acceptable standard, as determined by the graduate dean, will be accepted. As a guideline, copies of theses not of a quality equal to or better than the quality of this page of this *Guide* will not be accepted.

Final copies must be neat and clean; smudged or shaded background on pages will result in rejection of the thesis. No corrections or additions may be made on the copies presented to the College of Graduate Studies. All pages must be of uniform visual quality; therefore, all pages must have been typed with the same type style and, generally speaking, should all be done on the same word processor. The copies delivered to the College of Graduate Studies must be camera-ready, production-quality copies.
Binding

Two copies of the thesis should be delivered to the College of Graduate Studies, each protected by a new manila envelope, and not punched or temporarily bound in any manner. The College of Graduate Studies submits the copies to Renne Library who is responsible for binding both copies of the thesis. Individuals may have departmental and personal copies bound at University Printing Services or any local printing company.
ART THESIS DOCUMENTATION

Theses for the Master of Fine Arts degree must follow the qualitative specifications described elsewhere in this *Guide*. All regular deadlines must be met. Theses in art may be limited to the following items assembled in the order stated:

1. Two flyleaves
2. Title page
3. Approval page
4. Statement of permission to use
5. Vita (optional)
6. Acknowledgment (optional)
7. Artist’s statement (clear statement of purpose, description, and outcomes of the thesis experience) - this is the body of the thesis; Arabic numbers begin with this page
8. List of titles and numbers of slides, photographs, or other graphic materials
9. Documentation (colored slides, photographs, or other illustrative materials placed in plastic sheets; slides or other materials must be numbered consecutively)
10. Two fly leaves

Two copies inside durable, removable covers must be presented through the Graduate Dean to the Library (a spring back binder is highly recommended; plastic covers with slip-on spines are not acceptable). The College of Graduate Studies will not certify students for graduation until the Library has provided notification of receipt of theses copies.

Lengthier written works by students in art are encouraged and, when completed, should follow the regular format and style described previously in this *Guide*.

Students must also provide an extra artist’s statement and Keywords as mentioned in Chapter 2 of this *Guide*. 
THESES BASED ON JOURNAL ARTICLES

Most theses can be adequately organized into chapters as described in previous sections of this Guide; therefore, the College of Graduate Studies does not recommend the combination of journal articles. However, occasionally it may be desirable to group journal articles with individual titles.

A combination of journal articles must have an introduction to the entire thesis as the first chapter that indicates the relationship of the articles. Multi-article theses with unrelated articles are never acceptable. In cases where a student is required to research more than one topic, separate theses should be submitted if the topics are unrelated. The last chapter must be a discussion/summary/conclusion encompassing the entire thesis.

Page numbers must run consecutively throughout the theses, the same as for regular theses. Figures, tables, and other illustrations may be numbered either consecutively throughout the thesis or within each chapter, i.e., 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, etc.

The same font style, size and spacing must be used throughout the entire thesis, even if this was not done for the separate journal articles. If necessary, reformat articles to be consistent with each other and with the requirements of this Guide. It is the student’s responsibility to submit the thesis or dissertation in the correct format.

A single table of contents must be used and placed as in a regular thesis. References cited may be included at the end of each chapter or as a single listing following the final chapter of the thesis.
CHAPTER 6

INFORMATION FOR TYPESETTING

Each person preparing a thesis, doctoral dissertation, or professional paper that is being submitted to the College of Graduate Studies at Montana State University should be thoroughly familiar with the requirements set forth in this edition of the *Guide*. You are cautioned that all earlier editions are obsolete and must not be followed. In addition, do not use earlier theses that have been accepted for reference. Some general statements for thesis preparation are:

1. Avoid hyphenating words where doing so is not absolutely necessary. A hyphenated word at the end of the last line on a page is not allowed.
2. Do not begin a new paragraph as the last line of a page or place the last line of a paragraph as the first line of a new page if either can be avoided.
3. Each chapter must begin on a new page.
4. Do not begin new pages for minor subheadings except when the preceding page is filled, or when statement #5 cannot be followed.
5. Do not begin a new section on a page unless the subheading and at least two lines can be placed on the page.
6. Adhere strictly to the same margins on all pages.

THIS GUIDE TAKES PRECEDENCE OVER ALL OTHER THESIS AND PUBLICATION MANUALS. IF STATED REQUIREMENTS ARE NOT MET, THE THESIS WILL NOT BE ACCEPTED BY THE COLLEGE OF GRADUATE STUDIES UNTIL THE NEEDED CORRECTIONS HAVE BEEN MADE.
SPECIAL INFORMATION

Final Copies of Theses

The Library is responsible for binding theses and for making them available over a long period of time to the public. "A" plan students must present two final copies of their theses to the College of Graduate Studies, which will forward them to the appropriate destinations. In the case of master’s theses or professional papers, both copies will be taken to the Library. In the case of doctoral dissertations, one copy will be taken to the Library, and the second copy will be sent to Bell & Howell Information and Learning for microfilming, after which it will be forwarded to the Library. The microfilming fee must be paid when doctoral dissertations are presented to the College of Graduate Studies.

The theses delivered to the College of Graduate Studies should be in a protective container, such as a box or envelope, and must be loose, unbound, and not stapled or punched. The Graduate Dean and/or the College of Graduate Studies staff check the format, margins, copy quality, and all other technical aspects of the thesis prior to final approval. The last statement, however, is not meant to imply that the College of Graduate Studies staff will proofread the document for formatting, punctuation or grammatical errors. **Graduation may be delayed or prevented entirely if an unacceptable thesis is presented to the College of Graduate Studies.**

Special Abstracts

Master’s theses presented to the College of Graduate Studies must be accompanied
by one extra copy of a special abstract as described in Chapter 2.

Two double-spaced copies of a special abstract, as described in Chapter 2, must accompany doctoral dissertations presented to the College of Graduate Studies. One extra copy of the title page must also be submitted with the doctoral dissertation. Doctoral students are required to complete a Microfilm Agreement form and pay the cost of microfilming through the College of Graduate Studies. Doctoral students are also asked to complete a Survey of Earned Doctorate form available in the College of Graduate Studies.

**Thesis / Dissertation / Professional Paper Report**

The Thesis / Dissertation / Professional Paper Report (sample: Appendix B) must be completed and submitted to the College of Graduate Studies with the theses. The report form is available from departmental offices and the College of Graduate Studies.

**Deadlines**

Theses must be delivered to the College of Graduate Studies in final, acceptable form, no later than the exact date listed in the “Dates and Deadlines” section of the MSU Bulletin or on the Graduate Studies website: [http://www.montana.edu/gradstudies/cat_dates&dead.shtml](http://www.montana.edu/gradstudies/cat_dates&dead.shtml). The student needs to anticipate the time required to reproduce and review the thesis. At the end of each term there is always increased pressure, and the personnel who process theses and review or catalog them must work on a “first come, first served” basis.

It is recommended that students present their theses in person to the College of
Graduate Studies, since errors that might be detected in the final copies must be corrected before the thesis will be accepted as having met the stated deadlines. Final acceptance or rejection of theses is the responsibility of the Graduate Dean. A student’s failure to meet requirements within stated deadlines will result in the student having to register a subsequent term and graduation will be delayed. **No extension of time beyond deadlines will be granted to submit theses or to correct errors found after submission to the College of Graduate Studies. Please plan accordingly.**

**Assistance by the College of Graduate Studies Staff**

College of Graduate Studies personnel will attempt to answer questions related to format, style, or quality at any time as the student is progressing through the development of the thesis. Students are advised to bring questions about unusual procedures to the attention of Graduate Studies personnel early in the process of compiling because failure to gain approval for deviations from standard requirements will cause serious delays, extra expense, and could prevent graduation. **However, theses will not be reviewed for format or read in their entirety prior to submission in final form.**

The student, thesis advisor, thesis committee, and department head are responsible for theses presented to the College of Graduate Studies. **Final copies of theses received by the Graduate Dean are expected to meet all requirements set forth in this Guide.** Approval will be given by final signature only after a thesis has met all minimum expectations.
APPENDIX A

SAMPLE PAGES
SAMPLE TITLE PAGE

Begin title here if it requires three lines

TITLE OF THESIS (DISSERTATION)

IN CAPITAL LETTERS

by

Author’s Full Name

A thesis (dissertation) submitted in partial fulfillment
of the requirements for the degree

of

(Appropriate degree) Master of Science

in

Chemistry

MONTANA STATE UNIVERSITY
Bozeman, Montana

(Month and year thesis/dissertation will be accepted by the Graduate Dean)

June 2000
SAMPLE COPYRIGHT NOTICE
(For legal purposes, full name of author must be used.)

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by

Johnathon Samuel Cox

2000

All Rights Reserved
SAMPLE APPROVAL PAGE

APPROVAL

of a thesis (dissertation) submitted by

Author’s Full Name

This thesis (dissertation) has been read by each member of the thesis (dissertation) committee and has been found to be satisfactory regarding content, English usage, format, citations, bibliographic style, and consistency, and is ready for submission to the College of Graduate Studies.

Type Name of Chair of Committee _____________________________ __________
(Signature) Date

Approved for the Department of (Dept. Name)

Type Name of Department Head _____________________________ __________
(Signature) Date

Approved for the College of Graduate Studies

Type Name of Graduate Dean _____________________________ __________
(Signature) Date
STATEMENT OF PERMISSION TO USE

In presenting this thesis (paper) in partial fulfillment of the requirements for a master’s degree at Montana State University, I agree that the Library shall make it available to borrowers under rules of the Library.

If I have indicated my intention to copyright this thesis (paper) by including a copyright notice page, copying is allowable only for scholarly purposes, consistent with “fair use” as prescribed in the U.S. Copyright Law. Requests for permission for extended quotation from or reproduction of this thesis (paper) in whole or in parts may be granted only by the copyright holder.

Signature _________________________________

Date _________________________________

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In presenting this dissertation in partial fulfillment of the requirements for a doctoral degree at Montana State University, I agree that the Library shall make it available to borrowers under rules of the Library. I further agree that copying of this dissertation is allowable only for scholarly purposes, consistent with “fair use” as prescribed in the U.S. Copyright Law. Requests for extensive copying or reproduction of this dissertation should be referred to Bell & Howell Information and Learning, 300 North Zeeb Road, Ann Arbor, Michigan 48106, to whom I have granted “the exclusive right to reproduce and distribute my dissertation in and from microform along with the non-exclusive right to reproduce and distribute my abstract in any format in whole or in part.”

Signature ________________________________

Date ________________________________

Explanation: This statement, signed in ink (duplicated signatures are not acceptable), is required in EACH copy of a doctoral dissertation. This statement is revised periodically by Bell & Howell Information and Learning; therefore students should check with the College of Graduate Studies for the current version.
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(Note: These are samples only. Each LIST OF TABLES and LIST OF FIGURES must begin on a separate page.)
IMPLICATIONS OF ADMISSIONS ACTIONS
ON UNIVERSITY ENROLLMENTS

Jane Anne Doe
Advisor: Joe E. Snow, Ph.D.
Montana State University
2000

Abstract

Actions of admission officers in the northwestern region of the United States have been determined to…
SAMPLE OF FIGURE PLACED BROADSIDE ON A PAGE
SAMPLE OF COMPUTER GENERATED FIGURE
SAMPLE OF LEVEL OF HEADINGS

CHAPTER TITLE
The chapter title is capitalized. Triple-space below chapter title.

Centered Heading
Triple-space above and below centered headings. Capitalize the first letter of each word except articles, conjunctions, and prepositions and underscore with a solid line.

Side Heading: This Heading Is Too Long to Fit on One Line

Leave a triple space above and a double space below freestanding side headings; align with the left margin. Capitalize, punctuate and underscore the same as centered headings. If a side heading is longer than half the width of the page, single-space.

Indented Paragraph Heading
Indent in normal paragraph style and use a solid underscore. Capitalize the same as other headings. Begin text on the same line.

More than three levels of subheadings are not recommended. However, if more than three levels are necessary, contact the College of Graduate Studies for acceptable sequencing instructions.
relative amount of energy of one waveform varies significantly from the others. True, all waveforms have different amounts of energy over the same frequency range but the difference is proportional throughout all frequencies of the spectrum as should have been suspected. Although the results do not refute a possible resonant effect they do nothing to support that claim.

Table 2. Main Components for Various Repetition Rates.

<table>
<thead>
<tr>
<th>Frequency (kHz)</th>
<th>5 Hz</th>
<th>11 Hz</th>
<th>15 Hz</th>
<th>20 Hz</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4</td>
<td>0.050</td>
<td>0.110</td>
<td>0.148</td>
<td>0.200</td>
</tr>
<tr>
<td>8.8</td>
<td>0.047</td>
<td>0.105</td>
<td>0.148</td>
<td>0.185</td>
</tr>
<tr>
<td>13.2</td>
<td>0.043</td>
<td>0.095</td>
<td>0.132</td>
<td>0.175</td>
</tr>
<tr>
<td>17.6</td>
<td>0.039</td>
<td>0.058</td>
<td>0.132</td>
<td>0.159</td>
</tr>
<tr>
<td>22.0</td>
<td>0.034</td>
<td>0.085</td>
<td>0.119</td>
<td>0.135</td>
</tr>
<tr>
<td>26.4</td>
<td>0.028</td>
<td>0.062</td>
<td>0.085</td>
<td>0.112</td>
</tr>
</tbody>
</table>

Also, a Fourier transform (Figure 13) of an approximation of the single pulse of Figure 4 was done using a hand-held calculator. The approximation of the waveform used to find the transform is displayed in Figure 11 and the negative portion is enlarged (time scale) in Figure 12. It is pointed out that the approximate waveform contained more energy at the higher frequencies than the actual waveform. This point is supported by noting the abrupt edges of the approximation versus the actual waveform (Figure 18) at the maximum point of the negative portion of the pulse as well as at the zero crossing. Also, an examination of a lowpass (LP) filter output of the negative portion of the waveform (Figure 17) shows that the lower cut off frequency smooths the…
Table 9. Percent hydrocarbon in *Euphorbia esula* ecotypes harvested in October, 1980.

<table>
<thead>
<tr>
<th>Ecotype</th>
<th>% hydrocarbon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lethbridge</td>
<td>1.10</td>
</tr>
<tr>
<td>Wyoming</td>
<td>.15</td>
</tr>
<tr>
<td>LSD (.05)</td>
<td>.75</td>
</tr>
</tbody>
</table>

Table 10. Percent hydrocarbon in *Euphorbia esula* ecotypes harvested in June and July, 1980, for the first time.

<table>
<thead>
<tr>
<th>Ecotype</th>
<th>Month of harvest</th>
<th>% hydrocarbon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saskatchewan</td>
<td>June</td>
<td>1.97</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>July</td>
<td>.40</td>
</tr>
<tr>
<td>Colorado</td>
<td>June</td>
<td>.12</td>
</tr>
<tr>
<td>Colorado</td>
<td>July</td>
<td>1.12</td>
</tr>
<tr>
<td>Idaho</td>
<td>June</td>
<td>.14</td>
</tr>
<tr>
<td>Idaho</td>
<td>July</td>
<td>1.56</td>
</tr>
<tr>
<td>South Dakota</td>
<td>June</td>
<td>.47</td>
</tr>
<tr>
<td>South Dakota</td>
<td>July</td>
<td>.73</td>
</tr>
<tr>
<td>Antelope</td>
<td>June</td>
<td>.17</td>
</tr>
<tr>
<td>Antelope</td>
<td>July</td>
<td>1.24</td>
</tr>
<tr>
<td>LSD (.05)</td>
<td></td>
<td>1.71</td>
</tr>
</tbody>
</table>

Effects of fertilizer. No statistical differences were measured between hydrocarbon content of fertilized and unfertilized ecotypes (Table 11).

Several problems are inherent in this study. The plants had been in the cans for 18 years. *Euphorbia esula* roots are extensive in a field situation; the confined roots of the experimental plants may have hindered the regrowth abilities of these plants. Some plants demonstrated vigorous regrowth while others produced only one or two shoots after…
APPENDIX B

SAMPLE FORM
Date:

The thesis / dissertation / professional paper of ________________________________, candidate for the degree of ____________________________________________, has been examined by, and meets the standards of, the Department / School of ____________________________________________, and the College of Graduate Studies. I recommend that it be accepted in partial fulfillment of the requirements for the degree.

Signature:

Department Head

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Date

Return this completed report to the Dean of the College of Graduate Studies

This thesis / dissertation / professional paper has been approved by the Dean of the College of Graduate Studies and has been submitted to the Library for binding and cataloging.

_________________________  ____________________________
Dean, College of Graduate Studies  Date

Revised: 2/00
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THESIS CHECKLIST  Date: __________  Author: ______________________

Please complete and submit with two (2) UNBOUND final copies of your thesis or dissertation to the College of Graduate Studies. Refer to the “Preparation Guide for Theses, Dissertations and Professional Papers” for guidelines.

1. ☐ I have included (2) Fly Leaves at front and back........................................ page 2
2. ☐ My “Title page” meets guidelines ........................................................ pages 2, 27
3. ☐ The “Copyright notice” (optional) meets guidelines............................. pages 4, 28
4. ☐ The “Approval Page” meets guidelines ............................................... pages 4, 29
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7. ☐ My “Vita” (optional) meets guidelines ................................................... page 5
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9. ☐ The “Table of Contents” matches format in guide ................................. page ii
   ■ Line spacing is correct ............................................................................. pages ii, 5
   ■ I have only listed items that follow the Table of Contents
   ■ I have verified page numbers and chapter titles for accuracy
   ■ I have verified all headings and subheadings for accuracy
10. ☐ The “List of Tables” matches the format of the Guide ......................... pages 6, 32
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12. ☐ The “Abstract” matches the format of the Guide ............................... pages 7, 8, 33
13. ☐ The text of my thesis follows the guidelines set in the Guide ............... page 8
   ■ I have double spaced all text (excluding tables and quotes)
   ■ I have used an acceptable font and font size ........................................ page 12
   ■ I have adhered to all margin guidelines ................................................. page 13
14. ☐ The Reference Matter section adheres to all guidelines ...................... page 9
15. ☐ The “Appendices” adheres to all guidelines ........................................ pages 10, 25
16. ☐ The copies (2) submitted are of acceptable quality ............................... page 17
   ■ I have photocopied my thesis on a high quality copy machine
   ■ I have submitted laser prints of my thesis (preferable)
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19. ☐ I have paid the copyright fee if necessary
20. ☐ I have included the “Keywords” page that follows the guidelines........... pages 6, 7

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2. ☐ I have included two extra abstracts that meet guidelines............... pages 7 & 33
3. ☐ I have completed the microfilm form
4. ☐ I have paid the microfilm fee ($55.00 through the College of Graduate Studies)
5. ☐ I have completed the “Scientific Study Form”