



Thesis Formatting and Submission Guidelines

1) Style and Formatting Guidelines

- a) Title Page – Please use the official *Thesis Title Page* for the Midwestern State University thesis.
- b) Publication Style – The thesis must conform to publication style guidelines selected by the student’s department. Common style guidelines include APA, Chicago, and MLA; others are acceptable.
- c) Citation of References – Students should assure that references are cited in accordance with the selected publication style guidelines.
 - i) Quotations – Be sure to include page numbers with citations in text if required by your publication style guidelines.
 - ii) Lengthy Quotations – A number of publication style guidelines require that quotations of significant length be formatted differently; be sure to check this.
- d) Margins – Because students may elect to have their theses bound, the following margins are expected.
 - i) 1½” for the left margin
 - ii) 1” for the top, bottom, and right margins
- e) Spelling and Grammar – The thesis is a formal document; spelling and grammar are expected to follow standard guidelines for the English language, as well as the selected publication style guidelines. Most word processing programs have a spelling and grammar check that can be quite helpful; however, please be aware that these tools do not capture all errors.
- f) Plagiarism – Plagiarism carries stiff academic penalties. Students must carefully reference material gleaned from references, as this is the best defense against any possibility of plagiarism.
- g) Table of Contents – A table of contents must be included and is to be formatted per the selected publication style guidelines.
- h) Acknowledgements – Students may include an optional acknowledgement.
- i) Chapters – The sections of the thesis should comply with the guidelines provided by the student’s department.
- j) Protection of Confidentiality or Anonymity – The thesis is held to the highest standard of protection for human subject participants, when applicable. Students must protect the confidentiality or anonymity of their study participants in accordance with the human subjects protection guidelines assured through the Institutional Review Board (IRB). If the thesis is of a nature that includes quotes through which the source may be identifiable, a form (*Interview*

Release Form) has been developed by the General Counsel of the University and must be completed and submitted with the thesis.

2) Submission of Final Documents

- a) The student shall submit the following documents per departmental guidelines:
 - i) the final thesis document to the Graduate Advisory Committee Chair as both a Microsoft Word file and a PDF file;
 - ii) the completed *Thesis Information Form*; and
 - iii) the completed *Electronic Thesis Publication and Distribution Release Form*.
- b) The original, signed *Thesis Approval Page* with all signatures, as well as the documents referenced above, shall be submitted to the Dean of McAda Graduate School at thesis@msutexas.edu in accordance with departmental guidelines.
- c) After the Dean of McAda Graduate School has approved the final copy of the thesis, the *Thesis Approval Page* will be submitted to the Office of the Registrar, which serves as official notification of completion of the thesis requirement.

3) Instructions Regarding Thesis Binding

Following are instructions if the student wishes or is required to have bound copies of their thesis. (Note: Binding is done after final approval by the Dean of McAda Graduate School.)

- a) There are a few ways by which a student can have their thesis bound.
 - i) Contact one of the many companies that bind theses.
 - ii) Have the thesis printed by a printing company or at the Print Shop on campus. The copies must be printed on 20 lb. weight 25% rag content bond paper. The fully signed *Thesis Approval Page* should be inserted at the front of the thesis.
 - iii) For a nominal fee, the Print Shop on campus will print copies of the final thesis. The cost of the copies depends on the number of pages and whether or not there are any color pages. The Print Shop will accept a PDF file (flash drive) or a hard copy; they cannot accept Microsoft Word documents. The student should be prepared to allow one to two days for the printing of the thesis and not count on same-day printing, as the turnaround time depends on the Print Shop's current workload. The student will be given an invoice at the time that they pick up their thesis copies. The Print Shop accepts only checks or exact change. If the student needs change or to pay with a card, they must pay at the Business Office and then present the receipt to the Print Shop before receiving their thesis copies.
- b) If choosing option ii. or iii., there is a binding fee of \$25 per copy, payable at the Business Office. The receipt and the corresponding number of paper copies desired to be bound must be delivered to the Assistant to the Graduate Dean in Hardin Administration Building 104.
- c) The copies will be sent off campus for binding by Moffett Library. Typically, it takes one semester for the final product to be returned to campus. The student will be notified by McAda Graduate School when bound copies are ready to be retrieved.