



**Midwestern State University
Dr. Billie Doris McAda Graduate School**

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 program. 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 thesis 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) Abstract – Students should include an abstract in accordance with the publication style guidelines selected by their program.
- j) Chapters – The sections of the thesis should comply with the guidelines provided by the student’s program.

- k) 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 (*Thesis 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 program 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 program 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) Thesis Printing and Binding

- a) Neither McAda Graduate School nor Moffett Library require a printed copy of the thesis.
- b) Students who want a printed and bound copy of their thesis can find a binding service through a third party, such as [Thesis on Demand](#).