

**INSTRUCTIONS FOR PREPARING
THESES, DISSERTATIONS,
DOCTOR OF ARTS PAPERS,
and PROFESSIONAL PROJECTS**

Revised 01/2012
IDAHO STATE UNIVERSITY
GRADUATE SCHOOL
921 S 8TH AVENUE, STOP 8075
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Introduction

This document is intended as a general guide for those students preparing theses, dissertations, Doctor of Arts (DA) papers, and professional projects unless otherwise specified. The primary purpose of this guide is to ensure consistency in format and style of such documents. For brevity, the language of this guide refers to theses/dissertations, and students should apply the guidelines to DA papers and professional projects unless these latter two are specifically detailed.

Style Manual Requirement

Students writing a thesis/dissertation should study the style manual approved by their department. Manuals currently approved by colleges and departments are available in the University Bookstore, the Eli Oboler Library and in the department offices.

A particular publication style manual does not necessarily provide for all details of standard thesis/dissertation form. In matters of format and binding, students should be sure that the thesis/dissertation adheres to the Graduate School requirements that are detailed in this document.

Style Manuals Approved by Colleges and Departments

1. Coghill, A. & Garson, L. (Eds). (2006). *The ACS style guide: Effective communication of scientific information*. (3rd ed.). Washington, DC: American Chemical Society.
2. American Institute of Physics. (1990). *AIP style manual: For guidance in writing, editing, & preparing physics manuscripts for publication*. (4th ed.). Washington, DC: Author.
3. American Mathematical Society. (1990). *A manual for authors of mathematical papers*. (8th ed.). Providence, RI: Author.
4. American Political Science Association. (2006). *Style manual for political science*. Washington, DC. Committee on Publications.
5. American Psychological Association. (2010). *Publication manual of the American Psychological Association*. (6th ed.). Washington, DC: Author.
6. University of Chicago Press (Ed). (2010). *Chicago manual of style*. (16th ed.). Chicago, IL: Author.
7. Council of Science Editors. (2006). *Scientific style & format: The CSE manual for authors, editors, and publishers*. (7th ed.). Washington, DC: Rockefeller University Press.
8. The Modern Language Association of America. (2009). *The MLA handbook for writers of research papers*. (7th ed.) New York, NY: Author.
9. Turabian, K. L. (2007). *A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers*. (7th ed.). Chicago, IL: University of Chicago Press.
10. U.S. Government Printing Office. (2008). *United States government printing office style manual*. (30th ed.). Washington, DC.

Style Manuals Approved by Colleges and Departments (continued)

Some departments specify the approved department style as found in the guidelines for publication of the following journals:

11. American Anthropologist or American Antiquity
12. Journal of Bacteriology

Table of Style Manuals Approved by Colleges and Departments

<u>Department or Degree Area</u>	<u>Style Manual</u>
Anthropology	9, 11
Art	-
Athletic Administration	5
Biology	7, 9, 12
Business	9
Chemistry	1
Communication & Rhetorical Studies	5
Counseling	5
Dental Hygiene	5
Education	5
Engineering	-
English	8
Geology	6, 10
Health and Nutrition Sciences	5
History	6
Human Resource Training & Development	5
Mathematics	3
Nursing	5
Pharmacy Administration	5, 9
Pharmaceutical Sciences	1, 7
Physics	2
Political Science	4, 5, 8, 9
Psychology	5
Sociology	5
Speech Pathology/Audiology	5
Theatre and Dance	8

Photocopy and Use Authorization

All theses/dissertations submitted to Idaho State University are made available to the public at the time they are shelved in the library. Publication rights are reserved to the author subject to the provisions of research contracts, federal grant stipulations, or other agreements made by the author with the university. However, in addition to making theses/dissertations available for public use, the library occasionally receives requests for permission to copy a thesis/dissertation for scholarly purposes. Such permission to copy must be granted by the author. Frequently, difficulties arise in locating the authors of theses/dissertations in order to secure permission to copy. In the interest of making a student's research available to appropriate parties, all theses/dissertations now include a Photocopy and Use Authorization form in the preliminary pages. The form should be completed appropriately to indicate that permission is granted to copy the thesis/dissertation for scholarly purposes.

Abstracts

Thesis Abstract

The student should prepare an abstract describing the essential content of the thesis in 150 words or less, double-spaced. The student is required to submit two (2) copies on appropriate thesis paper to the Graduate School. An example of a thesis abstract is shown in the Appendix.

Dissertation Abstract

The student should prepare an abstract describing the essential content of the dissertation in 350 words or less, double-spaced. The abstract should reflect, precisely and accurately, the scope and sequence of the dissertation. No tables or illustrations are permitted. A copy of the abstract is included in the preliminary pages of each copy of the dissertation, headed simply ABSTRACT. The abstract is counted in the numbering sequence of the preliminary pages and is listed in the Table of Contents. The abstract is numbered according to its position in the preliminary pages.

The student must also present three (3) copies of the abstract and three (3) copies of the title page on appropriate paper to the Graduate School, in addition to those copies of the abstract included with the dissertation. Do not staple the extra copies. Two (2) copies are retained for the student's records and one (1) copy is sent to ProQuest Information and Learning for publication in Dissertation Abstracts International. The pagination of the three (3) separate abstracts is not the same as the pagination of the abstracts included in the preliminary pages of the dissertation--all separate copies of the abstract are numbered in Arabic numbers in the upper right-hand corner.

Format

Paper

The thesis/dissertation must be presented on appropriate paper, 20 pound bond with at least 20% rag content, with 25% preferred in order to ensure durability. Should the student wish to use a laser printer, 25% rag content may be unworkable. In that case, 20% rag content paper can be used. Under no circumstances may the rag content fall below 20%. Multilith and photocopies are acceptable if presented on appropriate paper. So-called erasable paper is not acceptable. If multilith or photocopying processes are used, the quality of the copies should be high enough for clear reading, there should be no omissions or smears, and there should be a minimum of process defects. Photocopies should fall within acceptable margin standards as detailed below. Mimeographed materials that are to be bound as a part of an appendix must also be reproduced on appropriate paper. Approved quality paper is available at Total Copy (located in the Student Union Building), office supply stores, and copy centers such as FedEx.

Margins

The margins should follow the guidelines given in the approved style manual being used by the department. It is important that the left margin be one and one-half inches wide in order to allow for binding.

For questions on format, consult the appropriate style manual or contact:

Graduate School
Idaho State University
921 S 8th Avenue, Stop 8075
Pocatello, ID 83209-8075
Office Phone: 282-2229; plandonn@isu.edu

For assistance with or questions on statistics, contact:

Teri Peterson
Statistical Consulting
Business Administration 523
Office Phone: 282-4861; peteteri@isu.edu

Thesis Page Order Model

The thesis should be arranged according to the approved style manual. Samples of the copy authorization, title, and approval pages are found in the appendix of this document.

1. Photocopy and Use Authorization
2. Title page
3. Copyright page (if appropriate)
4. Committee Approval page
5. Human Subjects Committee Approval page (if appropriate)
6. Dedication (if appropriate)
7. Acknowledgment page/s (if appropriate)
8. Table of Contents
9. List of Illustrations (if appropriate)
10. List of Figures (if appropriate)
11. List of Tables (if appropriate)
12. List of Abbreviations (if appropriate)
13. Glossary (if appropriate)
14. Abstract
15. Text of the thesis
16. References
17. Appendixes

Dissertation Page Order Model

Dissertations should be arranged according to the approved style manual. Samples of the copy authorization, title, and approval pages are found in the appendix of this document.

1. Photocopy and Use Authorization
2. Title page
3. Copyright page (if appropriate)
4. Committee Approval page
5. Human Subjects Committee Approval Page (if appropriate)
6. Dedication (if appropriate)
7. Acknowledgment page/s (if appropriate)
8. Table of Contents
9. List of Illustrations (if appropriate)
10. List of Figures (if appropriate)
11. List of Tables (if appropriate)
12. List of Abbreviations (if appropriate)
13. Glossary (if appropriate)
14. Abstract
15. Text of the dissertation
16. References
17. Appendixes

Pagination

Preliminary pages are all numbered with lowercase roman numerals centered at the bottom of the page. All other pages, text, notes, references, and so on are numbered according to the pagination guideline or rules stated in the style manual.

Type Style and Corrections

Theses/dissertations are to be typed according to style manual specifications. If not specified in the style manual, a type style such as **Times New Roman, Courier, Prestige, Calibri**, should be used. Font size should be 12 except for specialized purposes such as equations or labels for tables or graphs. A script type style is unacceptable. The thesis/dissertation must be printed on a laser-quality printer. Dot matrix or draft quality printing is not acceptable. No pencil or ink corrections are permitted on any copies of the thesis/dissertation that is submitted for binding.

Arrangement of Text

Arrangement of the sections within the text may or may not be defined in the department-approved style manual. Students should discuss textual arrangement with their committee members. The basic arrangement listed below is intended as a guideline and will not be applicable to all thesis/dissertations.

- I. Introduction
 - Statement of the Problem/Statement of Purpose
 - Research Questions/Goals
 - Definitions
 - Assumptions/Limitations/Delimitations
 - Significance of the Study
- II. Review of Literature
- III. Methodology (Research and Process Procedures)
 - Participants/Sampling
 - Instrumentation
 - Procedures
 - Design/Analysis
- IV. Results/Findings
- V. Discussion/Conclusions/Summary
 - Discussion of Research Findings
 - Future Research Possibilities/Questions for Future Inquiry
 - Implications

Required Forms

Theses/dissertations will contain signed copies of required forms including Photocopy and Use Authorization and Committee Approval forms. In addition, other forms may be required for compliance with federal regulations. These forms may include those related to human subjects, animal welfare, hazardous waste control, biosafety, radiation safety, reactor safety, technical safety. **Students should consult their committees or the Graduate School to ensure inclusion of the necessary forms.** Forms can be obtained from the office or committee in charge of compliance; see page 7-8 for a list of these offices and committees.

Required Forms (Continued)

All forms required by federal regulations must be completed, signed, and on file with the Graduate School **prior** to the collection of data. Failure to follow required procedures regarding these forms may result in the rejection of the thesis/dissertation by the Dean of the Graduate School.

Committee Approval Form

Each thesis/dissertation will contain a committee approval form signed by the committee members only after **final** acceptance of the thesis/dissertation. Prior to final acceptance, each member of the candidate's committee should carefully examine a draft that is essentially a final copy of the thesis/dissertation. Excessive numbers of corrections may warrant that a second or third draft be reviewed by the committee before committee members' signatures can be given.

Theses/dissertations are approved after an oral examination. Oral examinations are scheduled by the student in coordination with the committee and department. The oral examination must take place no later than two weeks before the end of the semester in which the student intends to graduate. **Two weeks prior to the date of the oral examination, a draft of the thesis/dissertation must be presented in substantially final form to the committee for review. Final form includes any and all inserted material--e.g., maps, photographs, plates, and so on.** If any committee member questions whether or not the substance or form of the thesis/dissertation is adequate, the committee as a whole decides if the thesis/dissertation is sufficiently prepared for an oral examination. If it is determined that deficiencies may be cleared up during the oral examination, the committee conducts the oral examination on the scheduled date. Only after the oral examination, and with the permission of the committee, may a student prepare the final copies for binding. No committee member is authorized to sign the approval forms after the thesis/dissertation has been sent to the bindery. Students who send their thesis/dissertation to the bindery without the signed approval forms shall bear the cost of new copies being sent to the bindery with the appropriate signed approval forms. **All thesis/dissertation copies require original committee member signatures. Photocopies of the approval form for multiple thesis/dissertation documents are not allowed.**

The final thesis/dissertation clearance must be in the Graduate School within two (2) weeks following the oral examination.

Human Subjects Form

University policy requires that students who expect to engage in research involving human subjects--research covered by this policy includes both the collection of data through direct intervention and interaction or the acquisition of information from sources that allow personal identification of subjects--receive approval of their research procedures **prior** to the collection of data. The Human Subjects Committee application forms and CITI investigator training requirements are available at: <http://www.isu.edu/research/hsc.shtml>. For more information, contact the Human Subjects Committee through:

Dr. Ralph Baergen
English and Philosophy
Mail Stop 8056
Office Phone: 282-3371

Required Forms (continued)

Animal Welfare Research Form

If research involves the experimental use of vertebrate animals, approval must be obtained from the Animal Welfare Committee **before** purchasing or using animals. Information is available at: <http://www.isu.edu/anmlcare>. For more information, contact the Animal Welfare Committee through:

Dr. Curtis Anderson
Biological Sciences
Mail Stop 8007
Office Phone: 282-5813

Technical Safety Form

If research involves the use of radioactive materials, produces hazardous materials, or involves the disposal of hazardous and/or infectious waste, approval **must** be obtained from the Technical Safety Office Director. This approval **must** be obtained prior to purchasing materials or beginning research procedures. Information is available at: <http://www.physics.isu.edu/health-physics/tso/ohome1.html>. For more information, contact the Technical Safety Office Director through:

Mr. Roy Dunker
Technical Safety Office
Mail Stop 8106
Office Phone: 282-4368

Biosafety Form

If your research involves bacterial or viral materials, you may need approval from the Biosafety Committee. In such cases, approval must be obtained prior to beginning research procedures. Information is available at: <http://www.isu.edu/research/biosafety.shtml>. For more information, contact the Biosafety Committee through:

Dr. Peter Sheridan
Biological Sciences
Mail Stop 8007
Office Phone: 282-5368

Thesis, Dissertation, DA Papers Review Process

Students preparing theses/dissertations/DA scholarly work will submit one copy of the committee approved document to the Graduation Clerk in the Graduate School for review prior to making copies or sending the documents to the bindery. This review will not address issues of content, only issues of format. The Graduation Clerk will conduct a format review of the document, noting any errors, omissions, or necessary corrections, and then return this copy to the student's advisor for processing. The advisor will then contact the student to make the noted corrections. Once the document has been corrected, the student will have permission to copy the document and send the copies to the bindery, following the normal procedures. If there are no format errors found on the first submission, the student will be contacted and given permission to make copies and send the copies to the bindery.

Copyright

Thesis Copyright

Students wishing to copyright their theses should follow the same procedure listed below for dissertation copyright and must have the written approval of the major advisor when submitting for clearance. Theses submitted for copyright will also be microfilmed per procedures for dissertations.

Dissertation Copyright

All authors of dissertations have the right to copyright. Owing to legal vagaries concerning common law copyright, statutory copyright, etc., the dissertation should be copyrighted at the outset and not after the fact. Students who choose to copyright their dissertations should do so at the time they are preparing the final copies of their dissertation. After a dissertation has been microfilmed, it may not be copyrighted because it has entered the public domain. The student should place a copyright notice in all copies of the dissertation. The copyright page is placed immediately after the title page and carries no page number.

ProQuest Information and Learning will process the author's claim to copyright with the United States Copyright Office for a fee of \$55.00. ProQuest will provide the student with reprints of the abstract for a fee of \$30.00 per 100 (additional sets of 100 are \$10.00 each). Both copyright and reprint services are options the student may choose; they are not required by the Graduate School.

To apply for copyright, the student fills out the appropriate form, which is available at <http://www.il.proquest.com/dissertationagree/>. The login: dissertations, the password: publish. Once completed, the student needs to print Page 6 of the form and bring this page plus a money order for \$55.00 payable to ProQuest Information and Learning to the Graduate School at the time the other items required for clearance of the dissertation are submitted.

Microfilming

Thesis Microfilming

The Graduate School does not require submission of masters theses for microfilming. However, a copyrighted thesis will be microfilmed for a fee of \$55.00.

Dissertation/DA Microfilming

In the interests of serving the scholarly community by making research available, most universities send copies of all dissertations to ProQuest Information and Learning to be microfilmed and distributed. All dissertations presented to Idaho State University will be microfilmed. The Graduate School also sends copies of all DA papers and other doctorate-level projects to ProQuest for microfilming. Microfilm copies of the dissertation/paper are distributed for scholarly purposes, and the author retains all publication rights. The fee for microfilming is \$65.00.

The dissertation is microfilmed and reproduced by ProQuest Information and Learning. All fees generated from reproducing the manuscript are the property of ProQuest. An abstract is published, and the dissertation is indexed in *Dissertation Abstracts International*, the *Comprehensive Dissertation Index*, and *American Doctoral Dissertations*. The dissertation is made available on Dissertation Abstracts Online-Access via various computerized database and information services such as DIALOG, BRS, OCLC-EPIC, CompuServe, and Data-Star.

Students must complete the microfilm agreement form, which is available at: <http://www.il.proquest.com/dissertationagree/>. The login: dissertations, the password: publish. Once completed, the student needs to print Pages 4 and 5 of the form, include the microfilming fee with a money order payable to ProQuest Information and Learning and bring them to the Graduate School, along with an unbound manuscript at the time the dissertation is presented for clearance.

Binding

The Graduate School authorizes one bindery:

The HF Group
121 Avery Street
Walla Walla, WA 99362

Binding Color

All university-required copies are to be single sided, double spaced, and bound in #192 dark maroon.

Binding Prices

Hard Copy:

Student will provide complete copies of all pages to be mailed to the bindery.

University-required copies, color #192	\$13.75 each
Personal copies, color #192	13.75 each

PDF:

Student will send a PDF file to kmelton@thehfgroup.com at the bindery for printing and binding.

University-required copies, color #192	\$13.75 each
Personal copies, color #192	13.75 each
Printing - black and white	.07 per page
Printing - color	.17 per page

Listed below are any additional fees that individual students may incur depending on the requirements for binding their theses/dissertations:

Paper Pocket (for maps)	\$ 5.50 each
Stubbing (perforated paper)	2.00 per volume
Extra Time	.75 per minute
Thickness over 3"	2.00 per inch

Please note: If sending the thesis/dissertation via PDF, student must request in the transmittal email that the bindery hold the printed copies of the thesis/dissertation until the original signature pages are received which have been sent via US mail.

Thesis/Dissertation Binding

The university requires four (4) single sided, bound copies of the thesis, four (4) single sided, bound and one (1) single sided, unbound copy of the dissertation to be submitted to the Graduate School; DA students should refer to the following section: **Doctor of Arts Binding**. Subsequently, the Graduate School sends two (2) copies to the library, one (1) copy to the student's department, and one (1) copy to the student's thesis/dissertation advisor. In addition, the **unbound** copy of the dissertation is submitted to the Graduate School for microfilming purposes. Manuscripts over three and one-half (3 2) inches thick must be bound in two volumes and the student must pay the double costs involved in binding two-volume theses/dissertations. Any bound copies a student desires for the student's own use must be ordered in addition to the four required by the University. The student is responsible for boxing and mailing the thesis/dissertation copies to the bindery. The student should enclose in the package a set of binding instructions. **Please remember to include a set of binding instructions with each copy of the thesis/dissertation that is being sent to the bindery.**

There is a special postal rate for books and manuscripts. The student should write the statement, "Media Rate" on the package containing the copies of the document. The student must insure the package--minimum insurance is acceptable.

Doctor of Arts Binding

With the exception of DA students in the English Department, DA students are required to submit five (5) single sided, bound copies of the dissertation, DA thesis (Mathematics Department), doctoral project, or scholarly activity. Two (2) copies will be sent to the ISU Library, one (1) copy to the student's department, one (1) copy to the student's major advisor, and one (1) copy to the National Center for the Doctor of Arts located in the Graduate School.

DA students in English must submit six (6) single sided copies of their Doctor of Arts papers to the Graduate School, with both papers bound together in one book. Copies will be dispersed per above with the additional copy being sent to the student's second major advisor.

Clearance

Prior to thesis/dissertation clearance, the student **must** complete the **Thesis/Dissertation, DA Papers Review** (see Page 9 for instructions).

Thesis Clearance

The student must submit to the Graduate School the following items two (2) weeks following the final oral examination.

1. A copy of the signed letter to the bindery
2. Two (2) copies of the abstract
3. One (1) single sided, unbound copy of the thesis in final form
4. The insurance postal receipt for the thesis copies mailed to the bindery
5. A signed copy of the committee approval page
6. A signed copy of the student Copy Authorization page
7. A copy of the money order being sent to the bindery or include credit card information in the letter to the bindery

The Major Advisor is responsible for the timely reporting of the grade change for the thesis to the Registrar's Office. This grade change should be submitted no later than two (2) weeks after semester's end.

The student, major advisor, and members of the thesis committee are responsible for all matters of accuracy related to form and content of the final thesis product.

Dissertation Clearance

Dissertation clearance is essentially the same as thesis clearance. The following must be submitted to the Graduate School **two (2) weeks** following the final oral examination:

1. Three (3) copies of the abstract and three (3) copies of the title page (on appropriate paper)
2. One (1) single sided, unbound copy of the dissertation in final form for microfilming (on appropriate paper)
3. The microfilm agreement form along with a money order for microfilming
4. Survey of Earned Doctorates form (available at <http://www.norc.org/sed>). This survey is no longer required for Doctor of Arts students.
5. Copy of the letter to the bindery
6. One (1) single sided, unbound copy of the dissertation in final form
7. Insurance postal receipt for the dissertation copies mailing to the bindery
8. Optional completed copyright form and money order
9. A signed copy of the committee approval page
10. A signed copy of the student Copy Authorization page
11. A copy of the money order being sent to the bindery or include credit card information in the letter to the bindery

The Major Advisor is responsible for the timely reporting of the grade change for the dissertation to the Registrar's Office. This grade change should be submitted no later than two (2) weeks after semester's end.

The student, major advisor, and members of the dissertation committee are responsible for all matters of accuracy related to form and content of the final dissertation product.

APPENDIX: Photocopy and Use Authorization

In presenting this thesis in partial fulfillment of the requirements for an advanced degree at Idaho State University, I agree that the Library shall make it freely available for inspection. I further state that permission for extensive copying of my thesis for scholarly purposes may be granted by the Dean of the Graduate School, Dean of my academic division, or by the University Librarian. It is understood that any copying or publication of this thesis for financial gain shall not be allowed without my written permission.

Signature _____

Date _____

APPENDIX: Sample Title Page, Thesis

THE EFFECTS OF STEROID HORMONES ON CORONARY ARTERIES
IN JUVENILE GUINEA PIGS

by

Jane Student

A thesis

submitted in partial fulfillment

of the requirements for the degree of

Master of Science in the Department of Biological Sciences

Idaho State University

Spring 2012

Important notice: The title and the student=s name on the title page must be exactly as it is in the letter to the bindery.

APPENDIX: Sample Title Page, Dissertation

THE DEVELOPMENT OF TEMPERATURE REGULATION
IN THE NIH BALB/C MOUSE, MUS MUSCULUS

by

Jane Student

A dissertation

submitted in partial fulfillment

of the requirements for the degree of

Doctor of Philosophy in the Department of Biological Sciences

Idaho State University

Spring 2012

Important notice: The title and the student=s name on the title page must be exactly as it is in the letter to the bindery.

APPENDIX: Sample Title Page, DA Papers

A RIBBON AT A TIME:

A COLLECTION OF PERSONAL ESSAYS

WHEN POETIC BECOMES RHETORIC:

MYTHIC RE-VISION AS FEMINIST RHETORICAL TOOL

by

Jane Student

Papers

submitted in partial fulfillment

of the requirements for the degree of

Doctor of Arts in the Department of English and Philosophy

Idaho State University

Spring 2012

Important notice: The title and the student=s name on the title page must be exactly as it is in the letter to the bindery.

APPENDIX: Copyright

Copyright (Year) Student's Name

or

8 (Year) Student's Name

APPENDIX: Committee Approval

To the Graduate Faculty:

The members of the committee appointed to examine the thesis of JANE STUDENT find it satisfactory and recommend that it be accepted.

Name,
Major Advisor

Name,
Committee Member

Name,
Graduate Faculty Representative

(Additional signature lines may be necessary in the case of dissertations and theses that involve committees of more than three faculty members.)

APPENDIX: Human Subjects Committee Approval Page

**IDAHO STATE UNIVERSITY
HUMAN SUBJECTS COMMITTEE
NOTICE OF ACTION**

RESEARCH PROPOSAL TITLE:

INVESTIGATORS:

SPONSORING AGENCY: ISU

PROPOSAL NO.: (Assigned by Human Subjects Committee)

HUMAN SUBJECTS COMMITTEE ACTION:

XX PROPOSAL APPROVED AS IS

 PROPOSAL APPROVED PENDING MINOR MODIFICATIONS. SUBMIT MODIFICATIONS FOR FINAL APPROVAL. SEE PAGE 22-25 IN THE MANUAL OF POLICIES AND PROCEDURES OF THE HUMAN SUBJECTS COMMITTEE FOR AN EXPLANATION OF THE PROCEDURES TO BE FOLLOWED. **PLEASE BOLD ALL MODIFICATIONS MADE TO THE MODIFIED PROPOSAL!!**

 PROPOSAL REQUIRES MAJOR MODIFICATIONS. SUBMIT 12 COPIES OF THE REVISED PROPOSAL FOR COMMITTEE REVIEW. SEE PAGE 22-25 IN THE MANUAL OF POLICIES AND PROCEDURES OF THE HUMAN SUBJECTS COMMITTEE FOR AN EXPLANATION OF THE PROCEDURES TO BE FOLLOWED. **PLEASE BOLD ALL MODIFICATIONS MADE TO THE MODIFIED PROPOSAL!!**

 PROPOSAL WAS DISAPPROVED

Human Subjects Committee Chair Date

Note: Approval is for a maximum period of one year. Projects extending beyond that time period should be renewed.

The researcher must notify Human Subjects Committee immediately in cases where the subject is harmed. Information (e.g. adverse reactions, unexpected events/outcomes) that may impact on the risk/benefit ratio should also be reported to, and reviewed by the HSC to ensure adequate protection of the welfare of the subjects.

- Investigator
- Dean of Research
- Office of Sponsored Programs
- Human Subjects Committee

APPENDIX: Sample Table of Contents

TABLE OF CONTENTS

List of Illustrations	ix
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Review of Relevant Literature.....	11
Summary and Conclusions.....	13
Chapter 3: Methodology.....	15
Research Approach.....	16
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Descriptive Statistics	21
Chapter 5: Conclusions	24

APPENDIX: Abstract, Thesis/Dissertation

TITLE

Thesis [Dissertation] Abstract--Idaho State University (2010)

APPENDIX: Sample Bindery Letter

Student=s Name:
Student=s Address:
Student=s Phone #:
Student=s Email:

The HF Group
121 Avery Street
Walla Walla, WA 99362

To whom it may concern:

The attached package contains _____ copies of my thesis/dissertation which is titled: (the full title **exactly** as it appears on the title page)

1. The thesis/dissertation will be bound in dark maroon #192 and should be oversewn.
2. The spine of the thesis/dissertation will contain my full name (**exactly** as it appears on the title page), _____, year of the thesis/dissertation, and ISU. A gold rule will be placed at the top of the spine and above the ISU lettering.
3. The full title, with my name, should be on the front cover, stamped in gold, as per the title page.
4. A) I realize that personal checks and CODs are NOT accepted and have chosen to pay with my Visa or Mastercard. (Please include the credit card number, the expiration date, and billing address).

B) I realize that personal checks and CODs are NOT accepted and have enclosed a money order/cashiers check for \$XXX.XX.

C) I would prefer to pay by phone. My phone number is: _____.
5. Special instructions are as listed on the attached page entitled SPECIAL INSTRUCTIONS ATTACHED (only need to include if special instructions are warranted, such as a map pocket).

If there are any questions, please phone or write me at once. Please mail the bound copies of the theses/dissertations to:

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