



BOISE STATE UNIVERSITY

GRADUATE COLLEGE

Thesis and Dissertation Guide

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Graduate College
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GUIDELINES

Introduction

The requirement for a thesis or dissertation is two-fold. First, the construction of a thesis or dissertation gives the student the opportunity to do scholarly research in their desired area of knowledge or expertise. Second, the student gains the opportunity to write a well-crafted document for publication under the guidance of faculty members in their chosen field.

A thesis or dissertation represents the culminating activity of a masters or doctoral degree. Upon final approval by the Graduate College, all theses and dissertations will be prepared for publication in ScholarWorks and once published will be available via web access around the world.

All theses and dissertations must meet the formatting and style elements listed in this guide. While adhering to these listed elements, the student may also need to consult manuals of style that represent their discipline.

Graduate Student Success Center Office Responsibility

The Graduate Student Success Center office at Boise State University is responsible for verifying that all theses and dissertations are prepared per guidelines set forth in this guide. The text should be free of grammatical and spelling errors before submission to the Graduate College for review. If large edits are required, the document will be sent back to the student and advisor for further review and graduation could be delayed.

After the Graduate Student Success Center office reviews the original submission it is sent back to the student for revision. The student will then make corrections and upload a final version of their thesis or dissertation into ScholarWorks. After the final submission, the Graduate Student Success Center office will examine the document to ensure that corrections have been made. If the document meets all guidelines, it is sent for approval, and the student is notified.

Responsibility of the Student

A finely well-crafted document is the responsibility of the student. The student must: (a) meet all the requirements set forth by this guide, (b) meet all deadlines and (c) submit all signed thesis or dissertation related documents.

Please ensure that all references are represented in the body of the document and that all in-text citations are listed on reference page, per the style requirements of your discipline.

It is extremely important that the student meticulously proofread and review their document. Once final approval is granted by the Graduate College, changes will not be permitted.

Technical Requirements

Type Specifications

The most important element of a thesis or dissertation is consistency. Please follow the examples at the back of this document for front matter requirements. The main body of the text should adhere to the following:

- Text should be double spaced and left-aligned or justified (block quotes, figure and table captions, and footnotes and bibliography are single or 1.5 spaced). Double space between paragraphs.
- Font must be a 12-pt. serif font (Times New Roman is preferred).
- First lines of each paragraph must be indented.
- Table captions must be in table caption style, bolded, and placed above tables.
- Figure captions must be in figure caption style, bolded, and placed below figures.
- Chapters always begin on a new page.
- Orphan headings (headings that begin on the bottom of page with no text after them) should also begin on a new page.
- Extra spaces between sentences and paragraphs should be eliminated.

Margins

- Left margins must be 1 1/2 inches to allow for binding.
- Right, top, and bottom margins must be 1 inch.
- Chapter titles and all heading 1s are preceded by a 2-inch top margin.
- Landscape pages are as follows: Top 1 1/2 inches, all other margins are 1 inch.

Page Numbers

Page numbers will appear on every page except the title, copyright or creative commons, and electronic approval pages. Please ensure numbers are sequential throughout the document. Front matter page numbers will be lowercased Roman numerals, appear at the bottom, centered, and start on iv. Main body pages (usually starting with introduction or chapter 1) will be Arabic

numbers, appear in the upper right corner, and start with number 1. All pages following the main body of text will continue in numerical order. Page numbers should be the same font and size as the body of the text. Landscape page numbers will appear in the bottom right corner of the page to be consistent with other pages in bound copies.

Headings

The format for all headings will be as follows:

- Heading 1 (front matter listings, chapter titles and back matter listings): centered, all caps and begin on new page, 2 inches from top
- Heading 2: bold, title capped, and centered
- Heading 3: underlined, title capped, and left aligned
- Heading 4: underlined, titled capped, and indented once

Front Matter

Front matter refers to all pages in the beginning of the document before the body of the main text. The title, copyright, and electronic approval pages will not be numbered. All other front matter pages will be numbered with lowercase Roman numerals located in the bottom center of the page and begin with iv. Front matter pages appear in the following order:

- Title Page (unnumbered)
- Copyright or Creative Commons page(unnumbered)
- Electronic Defense Committee Approval Page (unnumbered)
- Dedication (starting number iv)
- Acknowledgements
- Autobiographical sketch of author (optional.)
- Abstract
- Tables of Contents
- List of Tables (required if document contains tables)
- List of Figures (required if document contains figures)
- List of Maps (required if document contains maps)
- List of Abbreviations
- List of Symbols

Please see examples for specific pages at the end of this document.

Back Matter

Back matter refers to all pages after the body of the main text including the reference or bibliography pages and all appendices. These pages continue in numeric order from the body of the main text.

Student Name

The student's name must be consistent on the title, copyright, and electronic approval pages. The only name permitted is the legal name listed as the primary name with the registrar. If the student's full middle name is listed with the registrar, the student may use their full middle name, a middle initial or delete middle name. A student may use a different name on their document, however the name used must be changed to the legal primary name with the registrar before the document is submitted.

Title Page

The title page must be formatted exactly like the example in Appendix A. The title of the document must be listed in all capital letters and centered at the top of the page. For students obtaining a master's degree use thesis, and for doctoral students use dissertation. Please ensure the degree title is the title listed in your academic advisement report. The date listed at the bottom of the title page will be the month and year in which you graduate.

Electronic Approval Page

The electronic approval page follows the copyright page (see example in Appendix A). Please ensure the following on the electronic approval page:

- Student's name is consistent throughout the document
- Title of document on the Electronic Approval Page matches exactly the title on the title page
- Oral defense date is correct
- Committee member's names are listed with the correct spelling and credentials as appearing in the Graduate Catalog faculty list

APPENDIX A

TITLE

by

Name of Writer

A (thesis or dissertation)

submitted in partial fulfillment

of the requirements for the degree of

Degree Title (e.g. Master of Arts in Communication or Doctor of Philosophy in Geosciences)

Boise State University

Month and Year of Graduation (e.g. May 2019)

© 2016

Name of Writer

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BOISE STATE UNIVERSITY GRADUATE COLLEGE

DEFENSE COMMITTEE AND FINAL READING APPROVALS

of the thesis submitted by

Stephanie Stacey Starr

Thesis Title: The Effect of Alien Spaceship Engines on the Thermal Convection of the Atmosphere During the Quaternary Period

Date of Final Oral Examination: 01 October 2016

The following individuals read and discussed the thesis submitted by student Stephanie Stacey Starr, and they evaluated the student's presentation and response to questions during the final oral examination. They found that the student passed the final oral examination.

Marie S. Curie, Ph.D. Chair, Supervisory Committee

Abraham Lincoln, Ph.D. Member, Supervisory Committee

Albert Einstein, Ph.D. Member, Supervisory Committee

The final reading approval of the thesis was granted by Marie S. Curie, Ph.D., Chair of the Supervisory Committee. The thesis was approved by the Graduate College.

DEDICATION

Perhaps you would like to dedicate your document to your parents, grandparents or other influential figure in your life. This is the place that you would write out your dedication.

ACKNOWLEDGEMENTS

Perhaps you wish to acknowledge your committee members or some of your fellow students. This is the page that you would do that.

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