

NCCU
THE SCHOOL OF GRADUATE STUDIES

**GUIDE FOR
THE PREPARATION
OF
THESES AND
PROJECTS**

Revised: March 2013

**NORTH CAROLINA CENTRAL UNIVERSITY
SCHOOL OF GRADUATE STUDIES**

**GUIDE FOR THE PREPARATION OF THESES AND PROJECTS
(Revised March 2013)**

INTRODUCTION

The detailed instructions in this guide are intended to lend a uniform appearance to theses and projects at North Carolina Central University and must be followed by all disciplines. While it is recognized that documents from divergent areas of study will exhibit differences, certain requirements of format are necessary.

Students should begin preparing to write the thesis/project early in their graduate program. When students lack adequate word processing skills, it is the responsibility of the student to acquire the necessary skills to produce the thesis/project documents that fall into compliance with the physical/format requirements of the Graduate School. It is critical that the thesis/project be prepared correctly in order to convert easily to a Portable Document Format.

Without exception, no thesis/project is accepted by the School of Graduate Studies until it is in compliance with formatting requirements and the binding/archiving fee has been arranged

USE OF COPYRIGHTED MATERIAL

The law permits the limited use of extracts and quotations for purposes of illustration and criticism. This provision covers most quotations in theses and projects. In most instances, it is not necessary for candidates preparing theses/projects to obtain permission to quote from professional journals in their fields or from copyrighted books.

Copyrighted items, such as photographic copies of pictures and charts, test, forms, and questionnaires, no matter how short, should never be reproduced without permission.

Master's students are advised to receive permission, from the author or publisher, to quote any extensive information from copyrighted materials. In most cases, the author or publisher is willing to grant permission with the condition that acknowledgments are included in the document. If you choose to copyright your thesis, copies of the written letters must accompany the copyright registration. For additional information on the use of copyrighted material, please utilize the UNC system "Primer on Copyright Use" at http://old.northcarolina.edu/legal/sm/copyrightownership/Primer_Copyright_Use_July_042309.pdf. In addition consult the EDT website guidelines.

COPYRIGHTING

Students should consult with their thesis committee chair and members concerning the desirability and the usefulness of copyrighting the document. If the thesis/project is to be copyrighted, the student must comply with ETD guidelines.

STYLE GUIDES

Each department certifies to the School of Graduate Studies the manual its students are required to follow in the preparation of theses and projects. The three most popular manuals on our campus are listed below. **Do not use another thesis/project as your guide.**

- ~ Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York; Modern Language Association of America, 2003.
- ~ Publication Manual of the American Psychological Association. 5th ed. Washington, D.C.; American Psychological Association, 2001.
- ~ Turabian, Kate L. A Manual for Writers of Term Papers, Theses and Dissertations. 6th rev. ed. Chicago; University of Chicago Press, 1966.

While some departments may suggest that students follow a particular style manual in the preparation of theses, **this Guide for the Preparation of Theses and Projects supersedes all other style manuals.** Final responsibility for the form, accuracy, and completeness of the thesis/project lies with each student, although, the committee chair should assist the student in this process. The finished thesis should contain all the components described in this Guide. **Final approval of all theses and projects rests with the School of Graduate Studies.**

FORMAT REQUIREMENTS

Typeface

A 12 point font shall be used. Script or unusual fonts of smaller or larger size will not be accepted. Only black print is acceptable. The manuscript must be neat and easily readable, with the same font used throughout. Some commonly used fonts are **Arial**, **Courier**, and **Times Roman**. Only letter quality print may be used. A student in doubt regarding acceptable fonts or prints should consult with the Graduate School Evaluator. The manuscript should be proofread, and any corrected errors should not be detectable.

Margins

The entire document should have uniform margins. Top margin: 1 inch on all pages except:

- Title page – 2 inch top margin
- First page of each chapter – 2 inch top margin
- First page of the Bibliography – 2 inch top margin

Bottom margin: 1 inch
Left margin 1 ½ inch
Right margin: 1 inch

Spacing

The text should be typed double-spaced. Long quotations, typed as block quotes, should be single-spaced with triple-space before and after. Tables and figures captions as well as descriptions, footnotes, references, and bibliographic information may use single-spacing.

The Chapter title on the first page of each chapter also has specific spacing requirements. After the 2 inch top margin, double space, center the chapter title (typed in all capital letter), triple-space, and then begin the text.

Pagination

The pages in the Preliminary material must be numbered consecutively with lower-case Roman numerals, centered at the bottom 1 inch margin. The title page has no page number typed on it, but is understood to be page "i." If a copyright page is included, it is not counted and so is not numbered.

Arabic numbers should be used for the remainder of the paper, including the reference materials. Begin Arabic numbering with the number 1 on the first page of the text. All pages are numbered in sequence, including the first pages of chapter, full-page tables or figures, and appendices. All Arabic numbers should be placed consistently throughout the document.

Paragraphs

Each paragraph should be indented. A new paragraph should not begin at the bottom of the page unless there is adequate space for at least two lines.

Illustrative Material – paper Submission

For best optic quality, computer generated or digital photos should be laser printed directly onto the white 100% cotton paper. High color photocopies may also be used.

ORGANIZATION OF THE TEXT

In most cases, a thesis consists of four major parts – abstract, the preliminary materials, the text and the references/bibliography. Some documents may also include appendices. The following is a list of all the major and minor parts, in their usual order of placement.

Sequence of Parts of the Thesis or Project

The parts of the thesis or project must be arranged in the following sequence:

1. Title page (Required)
2. Abstract (Required)

-
3. Preliminaries
 - a. Dedication (Optional)
 - b. Acknowledgment (Optional)
 - c. Table of Contents (Required)
 - d. List of Tables (Recommended if tables are present)
 - e. List of Illustrations, with title and page references (Recommended if figures present.)
 4. Text (Required)

The parts to be included in any thesis or project should be determined by mutual agreement between the student and his/her committee. Each part of the document is described below in detail.

Abstract (Required)

An abstract must be included with each thesis submitted to the Graduate School. The abstract should be a brief summary of the paper, stating only the problem, procedures used, and the most significant result and conclusions. Explanations and opinions are omitted. Thesis abstracts should be no longer than 150 words or 15 lines. The abstract must be approved by the student's advisor/committee chair.

The abstract margins are consistent with the text of the paper: 2 inches top; 1 ½ inch left; and, 1 inch right and bottom.

Please note that the name and title used on the abstract should be the same (i.e. use of initials, wording, etc.) as the name and title used on the title page. The heading is typed single-spaced exactly as follows:

STUDENT'S FULL NAME IN ALL CAPITAL LETTERS (last name first). Degree in abbreviated form (ex: M.S.) Title With the First Letter of Each Important Word Capitalized. (Year degree conferred is enclosed in parentheses)
Name of thesis advisor. Number of pages in document.

For example:

DOE, JOHN S., M.S. Measuring Divorce Liberality in First-Generation U.S. Citizens Living in the Southern United States. (2013)

Begin the text of the abstract here...

The text of the abstract is typed double-space in paragraph form with the first paragraph of the text beginning one triple-space beneath the heading. The first word of each paragraph should be indented, consistent with the rest of the paper.

Preliminary Materials

Title Page (Required)

The title page should follow exactly the spacing and use of capitalization shown in the sample at the end of the guide. The top margin is 2 inches and the information is centered, with the exception of the signature line(s) which begins at the center of the page and continues toward the right margin.

The title is typed in all capitals and, if it is more than one line in length, it is arranged in an inverted pyramid. The date on the title page should be the year the degree is to be granted. The name of the degree sought, but not the major department or field of study, is included here. (See Sample at end of Guide)

Under the words “Approved by,” place a line for the signature of the committee chair. If the committee has co-chairs, include signature lines for both co-chairs. The words, “Committee Chair” or “Committee Co-chair,” should be typed beneath the signature lines(s). Notice in the sample that “Approved by,” the start of the signature line, and “Committee Chair” are aligned with each other.

The title page has no preliminary page number typed on it, but it is counted as preliminary page “i.”

Dedication (Optional)

A Dedication gives special tribute to a specific person(s). There is no heading on this page. Most dedications are short, beginning with the word, “To...” The Dedication is typed alone on the page, usually centered. This page should have a 2 inch top margin, or the dedication may be typed in the middle of the page (top to bottom). The text of the Dedication is double-spaced. The preliminary page number ii should be centered at the 1 inch bottom margin.

Acknowledgments (Optional)

When included, acknowledgments should be brief, simple and free of sentimentality or trivia. It is customary to recognize the assistance of the advisor and/or committee chair, all other members of the committee, and only those organization and/or persons who actually added to the research. If financial support was provide to make the study possible, credit for such assistance should be given.

The heading ACKNOWLEDGMENTS is typed in the center at the 2 inch top margin. The text is double spaced with the appropriate preliminary page number centered at the bottom margin.

Preface (Optional)

A preface is a statement that either explains the author’s reasons for pursuing this subject matter or provides a personal comment about the subject that would not otherwise be included in the document. The heading PREFACE is centered at the 2 inch top margin.

The text is double-spaced with the appropriate preliminary page number(s) centered at the bottom margin.

Table of Contents (Required)

The table of contents is placed immediately after the acknowledgments or preface and contains a listing of all of the items that follow. The table of contents lists *only* the items that follow it. It does not include the items that precede it.

The heading TABLE OF CONTENTS is centered at the 2 inch top margin. One double-space down from the heading, the word "Page" is typed flush with the right margin. Page numbers for each chapter title/heading and each subtitle/subheading are listed on the table of contents and should be right flush, beneath the word "Page."

The contents begin at the left margin, one double-space below the word "Page." Preliminary items, such as LIST OF TABLES, are typed flush with the left margin, followed by a series of dots, known as leaders, and the page number typed flush with the right margin. Please note that the abstract and title page are not listed on the table of contents.

Following the preliminary items, the word CHAPTER stands alone on a line at the left margin. Chapter headings are numbered with Roman numerals, aligned by their decimals. The chapter titles are typed in capital and are worded exactly as they appear in the text.

When a title or subheading must exceed one line, the subsequent line(s) should be single-spaced and indented two spaces. Double-spacing is used between each chapter title. If there are subheading included, these should be typed single-spaced with a double-space separating them from chapter titles above and below. (See Sample at end of Guide)

Theses/Projects that are not structured using chapters, should exclude the heading, CHAPTER. For example, M.F.A. student submitting poetry should list each poem, double-spaced, followed by the dot leaders and the corresponding page numbers.

List of Tables (Recommended if tables are present)

The list of table follows the table of contents and begins on a separate page. The heading LIST OF TABLES is centered at the 2 inch top margin. The remainder of the page is set up basically the same as the table of contents with the column heading "Page" typed at the right margin followed by a double-space, then the list of table numbers and titles. Each table title should be followed by dot leaders and the page numbers. All table titles must be listed in order using the exact title (as it appears on the actual table) and the appropriate page number. Tables should be numbered in the order they appear in the paper, using the numbering system provided in the style guide selected.

Titles of more than one line are single-spaced, with second and succeeding lines indented two spaces. Double-spacing is used between table titles. Only titles, not explanatory notes, should be included on the list of tables.

Text (Required)

Chapters

The division of the main text of the paper should be appropriate to the character of the work and in accordance with the practices in the student's field of study. Normally, the text of the papers includes an introductory chapter, a documentation of previous work in the field, the specific proposition to be investigated, a complete explanation of the methodology used, a discussion of the results and their significance, and a summary. Each major division, usually called a chapter, should begin on a new page. The first page of each chapter has a very specific format.

- Two inch top margin.
- The heading is centered, typed in all capitals, and uses Roman numeral designations (ex: CHAPTER I).
- Double-space (the equivalent of two single-spaces).
- The chapter title is centered and typed in all capitals.
- Triple-space (the equivalent of three single-spaces).
- First subheading or begin text.

The text of the thesis should be double-spaced. (See Sample at end of guide)

Subheadings

For complex theses, the use of multiple "levels" of subheadings may be necessary. The use and placement of subheading should be consistent throughout the entire document. Each new "level" should be distinct from the others in placement and/or structure (Underlined, italicized, bold, etc).

Tables and Figures

Statistical information is usually set up in tabular form. Tables may be placed on a page with text or on separate pages. Tables are numbered consecutively and table captions should be in accordance with the selected style guide. The table is then typed beginning one double space below the last line of the caption, either single or double-spaced.

Illustrative material such as graphs, diagrams, photographs, drawings and maps are referred to as figures. Some of these items may be best included as multimedia files. If the illustration is included in the text, it should be inserted as closely as possible to its first reference. Figures are numbered sequentially throughout the text in Arabic numbers. The placement of figure titles, either above or below the figure, must be consistent throughout the paper.

Nothing should be typed on a facing left-hand page. If the table or figure is landscape format, the top should be placed at the 1 ½ left hand margin. Please note that the page numbers on landscape pages must appear in the same position and direction as the page

numbers on portrait pages. All tables and figures must conform to the specified margin requirements.

Reference Materials (Required)

The thesis should contain the appropriate references to original literature relevant to the research presented in the paper. For specific formatting details, please refer to the style guide recommended by the thesis committee.

All bibliographical references should clearly show the sources of the writer's information. When primary sources are not available, reference to a source known only through a secondary reference must be noted so as to provide readers with the means to check original sources.

The bibliography must include all references cited. Useful references not cited in the text, but highly relevant to the investigation may also be listed in the bibliography.

The first page of the reference materials should immediately follow the last page of the text, paginated continuously with the page number placed in the same position as throughout the text. The first page of the reference material should contain only the word REFERENCE in the middle of the page. All items must meet the specified margin requirements.

Appendices (Optional, as needed)

The appendices may contain tables of data that would interfere with the easy reading of the text, development of mathematical treatments, very long quotations, schedules, forms, interviews, inventories, samples of test items, surveys, illustrative materials, and any other supplementary material considered worthy of recording or too detailed to be included in the text. If diverse materials are included, they should be grouped into categories and each category labeled as a separate appendix (ex: Appendix A. Tables; Appendix B. Consent Forms; etc.) Each appendix should have a lettered heading and descriptive title typed on the actual appendix and listed on the table of contents.

The appendices follow the reference materials and are paginated continuously, with the page number placed in the same position as throughout the text. All items must meet the specified margin requirements.

Proofreading and Editing

After final approval by the advisor, and final typing, the text should be proofread carefully by the student or other interested persons for editorial accuracy. Spelling, grammar, punctuation, and sentence structure should be consistent with the rules of formal Standard English, and the citation method should be consistent with the appropriate style guide.

PHYSICAL REQUIREMENTS

Margins

Each page of the document shall have the following margins

Top:	2" for the first page of each chapter or division; 1" for all other pages.
Bottom:	1"
Left:	1 ½ "
Right:	1"

The first page of Preliminaries and Chapters are to begin two (2) inches from the top and **numbers are centered one (1) inch from the bottom of the page**. Page numbers for succeeding pages are placed at the top right **within (inside)** the one inch margin. All page numbers must be **inside** the required margins. No numbers should fall outside the margins. (i.e. the **numbers** will be placed one (1) inch from the top and bottom of each page requiring one (1) inch margins.

Spacing

The text should be typed double-spaced. Long quotations, typed as block quotes should be single-spaced with triple-space before and after. Table and figure captions as well as descriptions, footnotes, references, and bibliographic information may use single-spacing.

The chapter title on the first page of each chapter also has specific spacing requirements. After the 2 inch top margin, double space, center the chapter title (typed in all capital letters), triple-space, and then begin the text.

Pagination

The pages in the Preliminary material must be numbered consecutively with lower-case Roman numerals, centered at the bottom one (1) inch margin. The title page has no page number typed on it, but is understood to be page "i." If a copyright page is included, it is not counted in the numbering.

Arabic numbers should be used for the remainder of the paper, including the reference materials. Begin Arabic numbering with the number 1 on the first page of the text. All pages are numbered in sequence, including the first pages of chapters, full-page tables or figures, and appendices. All Arabic numbers should be placed consistently throughout the document.

Paragraphs

Each paragraph should be indented. A new paragraph should not begin at the bottom of the page unless there is adequate space for at least two lines.

Title Page

The title of the thesis or project shall begin two (2) inches from the top of the page. The title page should bear the following information: (a) the title of the thesis or project in

full caps: (b) the name of the candidate; (c) the following statement: A Thesis (or Project) Submitted to the Faculty of North Carolina Central University in Partial Fulfillment of the Requirements for the Degree of _____ in the Department of _____. At the bottom of the page the words: Durham 20--; on the right-hand side of the words: Approved by, followed by a line for a signature. (See sample at end of Guide)

The title of the thesis or project shall be typed in full capital letters; doubled spaced (if two lines or more); use the reverse pyramid style. (See sample at end of Guide.)

Abstract

The word ABSTRACT (full caps) should be centered and printed two (2) inches from the top of the page. The abstract must contain, briefly: (a) statement of the problem; (b) the procedure or methods used; (c) the results; (d) the conclusions. The abstract shall not be more than 150 words.

Numbering of the Abstract:

No number is used if the Abstract consists of only one page. If it consists of two or more pages, the Arabic number "1" is centered at the bottom of the first page; the Arabic number "2" is placed at the top right margin of the second page.

The title of the thesis or project as shown on the Abstract shall be arranged and typed as follows: STUDENT'S FULL NAME (full caps). Title (in ordinary type); NAME (full caps and in parenthesis) of the professor who directed the thesis or project. **Example:** JANE DOE. The Value of Master's Theses to In-service Teachers. (Under the direction of DR JOHN NONAME.) (See sample at end of Guide)

Preliminaries

The acknowledgment, the Dedication, the Table of Contents, the List of Tables, the List of Illustration, the List of Figures, the Reference (Bibliography), and the Appendix shall be numbered at the bottom of the page and centered. If there is a second page of any of these, the number shall be placed at the top right margin. Double-space between page title and text.

The Acknowledgments, the Dedication, the Table of Contents, the List of Table, the List of Illustrations, the List of figures, shall begin two (2) inches from the top of the page and numbered bottom center. The remaining parts of the manuscript should be numbered at the top right margin.

Small Roman numerals (ii, iii, iv, etc.) shall be used for the preliminaries. **These numbers are placed bottom center, leaving the one inch margin below the number.** The numbering shall begin with "ii." The title page counts as page i, but the number does not appear; Roman number ii will begin with the Acknowledgment page, etc. **If there are two or more pages, the Roman number is placed at the top right margin.**

A page shall be used for a statement of the Table of Contents, giving the chapters in Roman numerals, the References (Bibliography), the Appendices, and Illustrations, if any, with the page number at which these divisions begin.

Body of Text

The arrangement of the text shall follow department guidelines or those of the manual chosen if departmental guidelines have not been issued.

All chapter titles designated must be in Roman numbers, centered, and typed in full capital letters (ex: CHAPTER II). Each chapter should begin at the top of a new page with a top margin of 2". The title of the section should be centered and typed in full capital letters. The first line of text begins a triple space below the section title.

Pagination of the Text

Arabic numbers (1, 2, 3) shall be used to number the pages of the text. These numbers shall begin with page one (1) of the text, which bears the number centered at the bottom of the page, with succeeding page numbers at the 1" top right margin. (1" space below the number on firsts and 1" above the number on succeeding pages in that unit.)

Spacing

The body of the thesis or project must be doubled spaced using only one side of the sheet. There shall be a double space between the CHAPTER, the section title, and a triple space between section title and the text.

Footnotes, if any, shall be numbered consecutively throughout each chapter, indented for the first line, single spaced and separated from the text by a solid line of 18 spaces. A double space shall be left between footnotes.

Pictures, Tables, Charts, etc.

Illustrations done by hand shall be done on the same quality and size paper as the rest of the thesis or project. The margins must be consistent with the specifications given earlier.

Symbols

Most special symbols such as Greek letters or mathematical signs are available on computer. In special cases, symbols may be drawn with black ink.

References (Bibliography)

A title page for Reference (Bibliography) shall be printed in FULLCAPS; center page - with number centered 1" from the bottom. The next page should also bear the title "References" with the page number placed top right at the 1" margin.

All theses/projects must include a list of works cited and/or referenced. A bibliography shall be appended to the thesis or project. It shall list all references, alphabetically by authors, consulted by the student.

Journal citations shall be consistent with the style acceptable to a scholarly journal in the student's research field.

Appendices (ix)

A title page for the Appendices (ix) shall be printed in FULL CAPS; center page – with the page number entered 1” from bottom. If more than one appendix is included, they should be titled Appendix A, Appendix B, Appendix C, etc., beginning at the top margin. Page numbers, if desired, shall be placed at the top right 1” margin. Numbering the Appendices is optional.

OTHER PHYSICAL REQUIREMENTS

Required Copies

The School of Graduate Studies reserves the right to refuse any paper which does not meet the established standards of form. All paper copies of theses and projects must be neat, clear and legible, as well as suitable for binding. **The School of Graduate Studies requires each student to assume full responsibility for the correctness in content and form of all theses, projects or dissertations.**

PAPER SUBMISSION

Documents must be submitted to the UMI ETD website before the deadline set for the semester in which the student plans to graduate. This data is posted on the University Calendar and can be found via the University website. Students are encouraged to submit an approval copy in advance of this date. **No partial or incomplete drafts will be evaluated. Submitted copy must be in the correct format.**

The Graduate School UMI Administrator will review the document online for format and consistency. Any required formatting changes will be noted and student will be advised. These changes must be made prior to acceptance as a final product. A second check by the Evaluator is not required, but is available upon request. The Graduate School reserves the right to refuse any paper which does not meet the established standards of form. The student is responsible for accuracy in content and form.

Submitting the Approval Copy

Before approval copy is submitted electronically to UMI ETD, be sure to review to ensure that:

- The wording of the author's name and the thesis/project title should be the same on the Abstract as on the Title Page.
- Page numbers listed on the Table of contents correspond to the actual page numbers in the text.

- The chapter titles and subheading listed on the Table of contents are worded exactly the same as in the text. The use of capitalization and punctuation should also be the same.
- The specific margin requirements of the “Guide” have been followed throughout the document (including tables, figures and appendices).
- The first page of each chapter is set up correctly: 2” top margin, chapter heading centered in all CAPITALS letters using Roman numerals (i.e. CHAPTER II): double-space; chapter title centered in all CAPITAL letters; triple-space; begin text.
- The order and placement of subheading, both on the Table of Contents and throughout the text are clear and consistent. Each new subheading level shall have a different indention on the Table of contents and coinciding unique placement or heading in the text.
- Numbers are consistently placed throughout the document. (On each first page of a section or chapter - 1” space below number at bottom of page; on 2nd and succeeding pages of each chapter or section - 1” space above the number at the top of the page.

Binding/Archiving Fee

These fees will be paid according to UMI ETD guidelines posted on the website.

CHECKLIST FOR PAPER SUBMISSION: THESIS/PROJECT

Margins:

- ___ 1” at the top and bottom (beginning with page numbers)
- ___ 1 ½” at left (beginning with page number)
- ___ Chapter heading: 2” at the top of the page
- ___ Page number placement consistent throughout paper
- ___ Appendices are reduced (if necessary to meet margin requirements)

Pagination

- ___ All pages checked and in proper order; no missing pages
- ___ Title Page, signed
- ___ Abstract
- ___ Dedication (optional)
- ___ Acknowledgments Page (optional)
- ___ Preface (optional)
- ___ Table of Contents
- ___ List of Tables (optional)
- ___ List of Figures (optional)
- ___ Text
- ___ References/Bibliography
- ___ Appendices (optional)

SAMPLE

TITLE OF THESIS (PROJECT), IF OVER ONE
LINE IN LENGTH, IS PLACED IN
AN INVERTED PYRAMID

By

Name of Author (as it appears on diploma or other records)

A Thesis (Project) Submitted to
The Faculty of the Graduate School at
North Carolina Central University
In Partial Fulfillment of the Requirements
For the Degree
(Name of Degree: i.e. Master of Science or Master of Arts)

Durham

2013

(Year of Graduation)

Approved by

Committee Chair

Committee Co-Chair

Committee Co-Chair

SAMPLE

ABSTRACT

DOE, JOHN S., M.S. Measuring Divorce Liberality (2013)
Directed by Dr. Phillip McGraw. 79 pp.

The purpose of Phase I of this research was to assess the relationship of divorce liberality with (a) attitudes toward working wives and (b) religiosity. Ninety-five white, never married community college students, 60 females and 36 males comprised the sample.

A 2 x 3 ANOVA showed that subjects with unfavorable attitudes toward working wives were significantly more conservative in their attitudes toward divorce than subjects with favorable or less favorable attitude toward working wives. There were no differences in the divorce attitudes of males and females, and no interaction effects of attitudes toward working wives and sex of respondent were found. A one-way ANOVA revealed that subjects who felt religion was very important in their lives were significantly more conservative in their divorce attitudes than subjects for whom religion was either fairly important or not very important.

The purpose of Phase II was to understand and measure divorce attitudes more adequately. Nineteen university undergraduates completed the original questionnaire used in Phase I and responded to questions regarding those items. The responses provided information about the subjects' attitudes toward divorce which was used first by a panel of undergraduates and then by a panel of graduate "experts" to formulate new items intended to discriminate between liberal and conservative divorce attitudes. The result was a face-valid, four-item, Likert-type instrument to measure divorce liberality.

SAMPLE

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APPENDIX A. CONSENT FORMS.....	79
APPENDIX B. RAW DATA	83

SAMPLE

CHAPTER 1 INTRODUCTION

The detailed instructions in the “Guide for the Preparation of Theses and Projects” are intended to lend a uniform appearance to theses and projects at North Carolina Central University and must be followed by all disciplines. While it is recognized that papers from divergent areas of study will exhibit differences, certain requirements of format are necessary.

Without exception, no thesis/project will be accepted by The Graduate School until it is in the final form. Students should acquire the guidelines early in the preparation of the document so that they may implement the required format as they begin to write.

Generally, a thesis or project consists of four major parts - the abstract, the preliminary material, the text and the reference materials. Some papers also include appendices. In the “Guide,” pages two through twelve provide specific information regarding the formatting requirements of each of the four major parts as well the minor parts found within them.

The approval copy of the thesis or project must be submitted by the deadline date of the semester in which the student plans to graduate. This date is posted on the Graduate School and the University calendar. Students who would like to submit an approval copy in advance of this date are encouraged to do so. The approval copy of the thesis does not need to be signed/approved by the thesis committee at the time of submission. All approval copies include the major parts specified in the “Guide.”

The approval copy should be submitted to UMI ETD online. The Thesis/Project Evaluator in the School of Graduate Studies will check the electronic document for format and consistency. If corrections are necessary, these can be made electronically. After all changes have been made, use the pages in the “Guide” relevant to the submission of the final copies. Approval of corrected copy will be made by the Graduate Studies UMI ETD Administrator and posted online in student account.