

Thesis & Dissertation Manual

Effective for May 2018 Candidates and Beyond



Idaho State
UNIVERSITY
Graduate School

gradschool@isu.edu
isu.edu/graduate

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*Edited to enhance clarity of guidelines.
No changes have been made to formatting or style.*

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INTRODUCTION

This document is intended as a general guide for those students preparing theses and dissertations, unless otherwise specified, as part of their graduate studies at Idaho State University. 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.

Electronic Thesis and Dissertation

ISU students submit an electronic copy of their thesis or dissertation (T/D) to the Graduate School. T/Ds are uploaded to ISU's personal online database, and once approved for release will be made available to the public. You may view the [Electronic Thesis or Dissertation Archive](#) online.

The Graduate School does not require a printed hardcopy of the thesis or dissertation. However, some departments may still require a professionally printed and bound copy of a thesis/dissertation. Candidates must check with their chair to confirm whether or not an Electronic version of a Thesis or Dissertation (ETD) will suffice, or if a printed copy is required.

After completing the Thesis/Dissertation Requirements Checklist ([Appendix Q](#)), a candidate must submit the following documents through the Graduate School [ETD Submission Website](#)

1. One final PDF of thesis/dissertation
2. One signed use authorization page
3. One signed committee page and
4. One [Survey of Earned Doctorates](#) certificate of completion [Doctoral students only]

Once the graduate school receives the thesis/dissertation, edits will be made to ensure the document complies with the submission standards as reviewed in this manual. Required corrections will be sent to the student within 5-7 business days from draft submission; however the turnaround may take longer during peak times at the end of the semester.

Any edits made by the graduate school should be updated and submitted back to the graduate school within 48 hours. Ideally, the next submission should be in a final error free form. If needed, the graduate school will return the document for corrections up to 3 times. If by the fourth (4th) submission by the student, the document is not error free, the graduation term will be moved to the following term.

GENERAL PREPARATION

The Graduate School and advisory committee coordinate their efforts to counsel a candidate in preparing his/her thesis/dissertation and completing all steps necessary for graduation. Candidates should note that they bear full responsibility for complying with the policies and procedures within this manual to ensure they receive the full benefits of the graduate experience and graduate on time. Candidates are advised to work with their major advisor and committee early and frequently throughout the process to ensure no steps or requirements are overlooked.

Idaho State University Student Resources

Student Resource	Contact Information
<p><u>Graduate School</u> The Graduate School promotes and supports excellence in graduate education. Contact our office for questions regarding graduation and thesis/dissertation clearance.</p>	<p>(208) 282 – 2150 gradschool@isu.edu</p>
<p><u>CITI Training</u> <i>CITI stands for Collaborative Institutional Training Initiative. CITI started in 2000, as a collaborative effort to develop a web-based training program for university personnel and students. It now serves institutions worldwide, and covers a variety of research topics.</i></p>	<p>(208) 282-2179 orexpctr@isu.edu</p>
<p><u>Environmental Health & Safety Department</u> The EHS department has the responsibility and the authority to accomplish ISU's health and safety mission, and provide a full range of support to all units on ISU campuses.</p>	<p>(208) 282-2310</p>
<p><u>IT Services</u> Information Technology Services (ITS) provides computing, communications, and technology infrastructure, services, support, and consultation for Idaho State University's faculty, staff and students. ITS works closely with other units on campus to provide the best services possible to our customers.</p>	<p>(208) 282-4357 (HELP) help@isu.edu</p>
<p><u>Library</u> The ISU Libraries provide research help to ISU students, faculty and staff at three sites, Oboler Library (Pocatello), Idaho Falls Campus and Meridian Campus. We serve our users no matter their location through phone, email and chat.</p>	<p>Pocatello (208) 282-2958 Idaho Falls (208) 282-7906 Meridian (208) 373-1817</p>
<p><u>Research Outreach and Compliance</u> We are and <i>Animal Use</i> and <i>IACUC</i>, <i>Human Subjects</i> and <i>IRB</i>; <i>Biosafety</i>, <i>Responsible Conduct of Research</i>; <i>Financial Conflict of Interest in Sponsored Projects</i>; <i>Export Control</i> - from vendor clearance to <i>travel "out of country"</i>.</p>	<p>(208) 282-2618 orexpctr@isu.edu</p>
<p><u>Writing Center</u> Helps students developing their writing skills.</p>	<p>Pocatello (208) 282 – 3662 success@isu.edu Idaho Falls (208) 282 – 7925 ifssc@isu.edu Online</p>

Style

A thesis or dissertation stands as a major academic milestone for a candidate and serves as a significant contribution to their chosen field. This manual provides instructions relevant to the Graduate School's specific format requirements for a thesis or dissertation. The responsibility for ensuring the thesis/dissertation adheres to the specific style demands of the project lay exclusively with the candidate. Any questions that exceed the scope of this manual should defer to the requirements of the style manual chosen for the project, as determined by the candidate in consultation with their chair and committee.

Suggested Style Manuals

The following manuals are available in the University Bookstore, the Eli Oboler Library, department offices, and online:

ACS – American Chemical Society Guide	Chicago Manual of Style (also, Turabian)
AIP – American Institute of Physics Guide	CSE – Council of Science Editors
AMS – American Mathematics Society Guide	MLA – Purdue Guide
APA – American Psychological Association Style Guide	U.S. Government Printing Office
APSA – American Political Science Association Guide	ASA – American Sociological Association

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

American Anthropologist

American Antiquity

Journal of Bacteriology

Committee

Graduate candidates at both the masters and doctorate levels will need to request a committee for evaluating their thesis or dissertation and with whom they will complete an oral defense. All supervisory committees consist of an odd number of members. These members should be members of the Graduate Faculty and approved by the Dean of the Graduate School; one member serves as the Committee Chair and must be chosen from the Graduate Faculty. Appointments to supervisory committees of non-faculty members or of faculty members not on the Graduate Faculty must be approved by the Dean of the Graduate School. A list of Graduate Faculty is found in the [graduate catalog](#).

A master's degree supervisory committee must include at least three graduate faculty members who are approved by the department director of graduate programs and the Dean of the Graduate School. At least one member must be from within and at least one must be from outside the department in which the student is enrolled; the outside member will also serve as the Graduate Faculty Representative (GFR).

A doctoral degree supervisory committee must include at least five graduate faculty members who are approved by the department director of graduate studies and the Dean of the Graduate School. Three members must be from within and at least one must be from outside the department in which the student is enrolled; one of the outside members will also serve as the GFR.

The GFR is typically appointed at the same time the other members of the committee are named, according the departmental procedures and policies, and must be approved by the Dean of the Graduate School. The GFR must be: 1) currently employed at ISU fulltime; 2) a full

Graduate Faculty member; and, 3) selected from outside the department in which the student is studying. The GFR represents the Graduate School on the advisory committee and is responsible for reporting the results of graduate examinations to the Dean of the Graduate School. In addition, according to departmental policies and procedures, the GFR may also serve as a regular voting member of the supervisory committee.

(A complete explanation of the GFR's responsibilities can be found [online](#) as well as in this manual.)

Roles and Responsibilities

This manual serves as the primary resource for guiding a candidate through the process of completing his/her thesis or dissertation. For questions that reach beyond the scope of this manual, consult the latest edition of the Graduate Catalog or contact the Graduate School.

While the responsibilities of those involved in completing the thesis/dissertation are elaborated throughout this manual, below is a summarized list of responsibilities for candidates, committee members, and the GFR:

The Graduate Student

1. completes the thesis/dissertation in accordance with the guidelines set forth in this manual.
2. meets all deadlines and milestones in the process provided by the chair, committee, and Graduate School.
3. meets all deadlines applicable to the completion of the thesis/dissertation, oral defense, and graduation.
4. submits the required forms and pays all fees.
5. provides a PDF copy of the thesis/dissertation to the committee at least two (2) weeks prior to defense for review.
6. provides a final (i.e. fully edited) PDF of the thesis/dissertation manuscript to the Graduate School no more than two (2) weeks after a successful defense.

The Committee Chair

1. serves as the student's primary advisor in the process of bringing the research to fruition.
2. ensures all protocols are followed that are provided by the department, Graduate School, and, if necessary, the IRB.
3. ensures the student has been informed of all deadlines and milestones in the process towards completion of the research project.
4. approves the methodology and subject of the written research project.
5. reads, evaluates, copy edits, and otherwise provides guidance for drafts of the research project.
6. reviews drafts for honor code violations.
7. works with the committee with their opinions and comments for drafts and/or moving forward with project.
8. [schedules the defense](#)
9. chairs the defense.

10. signs off on the formatting checklist the student submits with his/her initial final draft to the graduate school.
11. ensures the student corrects, changes, or revises any suggestion as a result of the defense before submitting the final document to the Graduate School.

Committee Members

1. provide ideas and suggestions for the research or direction of project.
2. read, evaluate, critique, and provide guidance for drafts of the research project as necessary.
3. read and evaluate the final draft of the thesis/dissertation.
4. participate in the defense of the research project.
5. review drafts for honor code violations.
6. evaluate the thesis/dissertation as the basis for certifying the candidate has completed the requirements to receive the graduate degree pursued.
7. review of the thesis/dissertation to provide counsel and encouragement to the candidate throughout the process and help ensure the thesis/dissertation connects to the current scholarship in their academic field.
8. grant final approval of the manuscript for publication in the university's thesis/dissertation database.

The Graduate Faculty Representative

1. assists candidate and committee in scheduling the oral defense.
2. collects the ballot from the Graduate school for oral defense.
3. prevents the oral defense from proceeding if either the ballot packet or a member of the committee is unavailable.
4. ensures the oral defense is conducted professionally and fairly.
5. writes an evaluation of the exam, including noting any irregularities.
6. ensures that each committee member votes upon the candidate's performance.
7. announces the results to the committee and make sure the student is informed of these results immediately afterward.
8. returns the ballot packet to the Graduate School as soon as possible.

Dates, Deadlines, and Procedures

Summary of Procedures for Graduate Degrees and Graduation

Procedure	Under Direction of	Date
Selection of an Advisor/Chair	Department Chair	Varies by program
Selection of a Committee	Advisor	Varies by program
Request for Transfer Credit	Advisor, Department Chair, Dean of Academic College/Division, Dean of Graduate School	Within 1st year of program enrollment, prior to submission of program of study
Preliminary Examinations	Department Chair or Advisor	Not required by some programs
Final Program of Study/Admission to Candidacy	Advisor, Department Chair, Dean of Academic College/Division, Dean of Graduate School	See Graduate School catalog for specific dates
Comprehensive Examinations	Advisor or Department Chair	Varies by program
Application for Graduation	Graduate School	See Graduate School catalog for specific dates
Payment of \$20 graduation fee	Registrar and Records Office	Prior to graduation
Thesis or Dissertation Final Draft to Committee	Student and Advisor	No later than 2 weeks prior to oral defense
Thesis or Dissertation Defense/Oral Defense (Non-Thesis)	Advisor, Committee, and Dean of Graduate School	See Graduate School catalog for specific dates Department notifies the Graduate School 1 week prior to defense
Submission of Final Thesis/Dissertation	Dean of Graduate School	Within 2 weeks following oral examination for thesis/dissertation
<p>Note: If you do not complete the requirements for the intended graduation date, you must update your application information with the Graduate School for the subsequent semester and pay a \$20 re-processing fee. If you do not reapply, your file will be assigned an inactive status.</p>		

MANUSCRIPT PREPARATION

Format

Paper Size

Thesis/dissertation manuscripts must be composed to fit on 8 ½ x 11 sized paper. In the event of printing your thesis/dissertation, this is the standard paper size suitable for the task.

Font

Use a clear, readable, and consistent font throughout the entire manuscript. Theses/dissertations are to be typed according to style manual specifications. If not specified in the style manual, the chosen font should be 12-point standard font (e.g. Times New Roman or Calibri); a script type style is unacceptable. Changes to font style, color and size *may* be appropriate for writing equations, labeling tables and graphs, footnotes, title pages, etc. When a visual or other media is “imported” it may be appropriate to retain the original font.

Italics should be used to indicate titles of major works (i.e. books and journals), foreign language terms, and scientific terms. **Bold** may be used to add emphasis, as well as headings and section titles. Use bold sparingly.

Margins

The margins should follow the guidelines given in the approved style manual being used by the department, typically 1 inch on the top, bottom, and right-hand side. Please note tables, graphs, and other visuals need to fall within these margins. Additionally, if any tables require landscape view to fit within the required margins, a candidate should rotate those specific pages within the thesis/dissertation document so the *x* axis runs along the bottom edge of the screen.

Pagination

Pagination rules can vary slightly based upon the specific style manual used. In general, there are four locations where it is acceptable for pagination: 1) the upper right-hand corner of the page; 2) the lower right-hand corner; 3) top-center; and 4) bottom-center.

For preliminary pages, use lower-case Roman numerals (i, ii, iii) centered at the bottom of the page. Note that the title page is understood to be page “i”, but no numeral is actually printed there. All other pages, text, notes, references, and so on are numbered according to the pagination guideline or rules stated in the style manual.

Arabic numerals (1, 2, 3) begin on the first page of the main text of the thesis/dissertation. Similar to the preliminary pages, the first page of the thesis/dissertation is generally understood to be “1” without needing to actually be labeled as such. This numbering should carry on uninterrupted throughout the entire body of the document, including appendixes. Numbers should be consistent in their placement. There is no punctuation with these numbers.

Corrections

No pencil or ink corrections are permitted on any copies of the thesis/dissertation submitted to the graduate school.

Spacing

Text spacing should be consistent throughout the entire thesis/dissertation. Double-spacing is the standard expected of the document. There may be exceptions where alternative spacing may be appropriate:

- block quotes
- table and figure captions, descriptions, and footnotes
- a list of references, literature cited, bibliography, etc. While each of these may be single-spaced, there should be a space between each entry on the list.

Document Order

A thesis/dissertation manuscript comprises several sections. Arrangement of those 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. Following are the basic guidelines, providing a starting point for a candidate and committee, and will not prove applicable for all theses/dissertations:

Part of Thesis or Dissertation	Required/Optional	Pagination
<i>Preliminary Pages</i>		
Photocopy and Use Authorization	Required	Lower-case Roman numerals
Title Page	Required	Considered page “i”, but no numeral is printed
Copyright Page	If Applicable	
Committee Approval Page	Required	
Human Subjects Approval	If Applicable	
Dedication	If Applicable	
Acknowledgment Page(s)	If Applicable	
Table of Contents	Required	
List of Illustrations	If Applicable	
List of Figures	If Applicable	
List of Tables	If Applicable	
List of Abbreviations/Symbols	If Applicable	
Abstract	Required	
<i>Text</i>		
Body of the Thesis/Dissertation	Required	Arabic numerals, beginning with “1”, located at the bottom of the page in the center position.
<i>References</i>	Required	
<i>Appendices</i>	If Applicable	

Note: Certain forms may be required for compliance with federal regulations, including Human Subjects Committee Approval, Animal Welfare, etc. Students should consult their committee for instruction concerning which documents may be required for their thesis or dissertation.

Photocopy and Use Authorization (Required)

In the interest of making a student's research available to appropriate parties, all theses and/or dissertations submitted to Idaho State University are made available to the public. This is achieved by depositing the thesis/dissertation in the ISU ETD repository, although certain theses and/or dissertations may be subject to a temporary embargo. 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. Because of this, permission to download and/or print for scholarly purposes must be explicitly granted by the author. Since difficulties may arise in locating the authors of theses/dissertations in order to secure permission to copy, all theses and/or dissertations will include the Use Authorization form in the preliminary pages. This form should be completed appropriately to indicate that such permission is granted.

To protect privacy, the electronic version of the Photocopy and Use Authorization page **should not include a signature**. The signed document should be submitted to the Graduate School separately.

[Photocopy and Use Authorization template—Appendix A](#)

Temporary Embargo on Publication (Optional)

For various reasons a candidate may wish to withhold their thesis/dissertation from immediate publication. When a candidate has consulted with their major advisor and determines there are grounds for keeping the document private for a time, the candidate must complete a "Request for Temporary Withholding of ISU Thesis/Dissertation from Public Availability" form. This form includes a set release date for the thesis/dissertation and must be approved and signed by the candidate, the dean of the Graduate School, and the Vice President of Research.

This form is *not* included in the published version of the thesis/dissertation, but must be turned in to the Graduate School along with other official paperwork (i.e. the Authorized Use, etc.).

[Request for Temporary Withholding of Thesis/Dissertation from Public Availability—Appendix B](#)

Title Page (Required)

The title page signals the audience that the thesis/dissertation proper has begun. The title itself should be concise while also providing full information to the reader about what to expect from the following document. The author should use key words that accurately identify and define the unique components of the argument and/or issue that underpin the project and distinguish it from other work. A clear title is vital for purposes of indexing and other informational purposes. Candidates should note that the title on the final version of their thesis/dissertation does not need to match the proposed title submitted in their original prospectus.

It is crucial that the title page for the thesis/dissertation follow the format requirements presented in this manual. We recommend that candidates use the template provided.

[Sample Title Page, Thesis template—Appendix C](#)

[Sample Title Page, Dissertation template—Appendix D](#)

[Sample Title Page, DA Papers template—Appendix E](#)

Copyright Page (Optional)

The following information is found on the United States Copyright Office Website at [U.S. Copyright Office](#):

The use of a copyright notice is no longer required under U.S. law, although it is often beneficial. Use of the notice may be important because it informs the public that the work is protected by copyright, identifies the copyright owner, and shows the year of first publication. Furthermore, in the event that a work is infringed, if a proper notice of copyright appears on the published copy or copies to which a defendant in a copyright infringement suit had access, then no weight shall be given to such a defendant's interposition of a defense based on innocent infringement in mitigation of actual or statutory damages, except as provided in section 504(c)(2) of the copyright law.

If a thesis or dissertation is to be copyrighted, the student should include in each copy, preceding the title page, an unnumbered page bearing (1) the symbol "©" or the word "Copyright" or the abbreviation "Copr.;" (2) the year of first publication; and (3) the full name of the owner of the copyright. An example would be "© 2017 Jane Doe Student." A copyright registration is effective on the date that the required application, fee and one complete copy of the entire work for which registration is being made are received in the U.S. Copyright Office.

[Copyright template—Appendix F](#)

Committee Approval (Required)

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 defense. Oral defenses are scheduled by the student in coordination with the committee and department. The oral defense must take place no later than [three 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. photographs, maps, plates, and so on.

After the defense, committee members may decide that the thesis/dissertation requires revision and will refrain from signing off until required adjustments and improvements have been implemented. Such revisions may include only minor changes to the text that can be dealt with immediately. However, other adjustments may require elaborate restructuring and additional scholarly work may even be required. Students should immediately address the committee's concerns and rework the thesis/dissertation in response to the comments from committee members. The committee, under oversight of the GFR, has been charged with helping to bring students' theses/dissertations to a level of excellent appropriate for viewing online by scholars around the world. The Graduate School will sign off approval of the thesis/dissertation only after evidence that this process has been rigorously conducted is presented.

While the thesis/dissertation manuscript that will be published online will need to include a copy of the Committee Approval form, candidates should include a copy **without** signatures. The signed copy should be submitted to the Graduate School separately.

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

[Committee Approval template—Appendix G](#)

Human Subjects (Optional)

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 [online](#). For more information, contact the Human Subjects Committee through:

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

[Human Subjects Committee Approval template—Appendix H](#)

Animal Welfare Research (Optional)

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 [online](#). For more information, contact the Animal Welfare Committee through:

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

[Animal Welfare Research Committee Approval Page template—Appendix I](#)

Technical Safety (Optional)

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 [online](#). For more information, contact the Technical Safety Office Director through:

Mr. Peter Farina
Technical Safety Office
Mail Stop 8106
Office Phone: 282-2310

Biosafety (Optional)

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 [online](#). For more information, contact the Biosafety Committee through:

Dr. James Groome
Biological Sciences
Mail Stop 8007
Office Phone: 282-2791

Dedication Page (Optional)

While it is natural to include a dedication page, it is not required. If desired, the candidate may include any information they wish, as this page is personal to them. Candidates should be aware that once the thesis/dissertation is submitted for publication, no portion can be altered, including the dedication. They should be fully comfortable sharing with a global audience whatever they have written in their thesis/dissertation. Similarly, there is no minimum or maximum length, but candidates should apply some sense of propriety concerning the length and breadth of their dedication.

There are no extra formatting requirements specific to the dedication page. However, candidates should make certain to maintain the marginal and pagination specifications that apply to every other portion of the thesis/dissertation.

Acknowledgements Page (Optional)

Like a dedication, acknowledgements can contribute a personal and reflective component to the thesis/dissertation. It allows a candidate to express thanks to those professors who have served a formative role in the research and composition of the current project as well as their graduate degree at large. Additionally, this is where grant funding and other assistance received should be noted.

Similar to a dedication, this page is personal and should conform to general etiquette concerning quality and quantity of information that will be available to the public. Candidates should continue the same format regarding pagination and margins as every other section in the thesis/dissertation.

Table of Contents (Required)

A Table of Contents is critical for maintaining clear organization throughout the thesis/dissertation by providing an overview of the topics covered in the manuscript and where they can be found. Therefore, a Table of Contents must be clear and consistent in all formatting decisions. Please follow the template provided, though some adjustments may be necessary, determined by the specific style manual used.

The body of the Table of Contents should contain one section heading per line, aligned to the left and the corresponding page number aligned to the right, with a dotted line connecting the two. Subsection headings should be underneath the appropriate main heading and have a .5 inch indentation. The entire Table should be double-spaced.

The Table of Contents lists everything contained within the thesis/dissertation moving forward, but does not list itself or anything that precedes it in the thesis/dissertation.

[Table of Contents template—Appendix J](#)

List of Illustrations, Figures, and Tables (Optional)

If illustrations, figures, and/or tables are used in the thesis/dissertation then the appropriate list(s) will be required in the preliminary papers. Each list should have its own page and present all of the contents as they are numbered and captioned in the thesis/dissertation proper. Each list should be formatted similarly to the listing methods used in the Table of Contents. If included, these lists will serve as the first entries in the Table of Contents.

[List of Illustrations template—Appendix K](#)

[List of Figures template—Appendix L](#)

[List of Tables template—Appendix M](#)

List of Abbreviations and Symbols (Optional)

If the thesis/dissertation employs a large and frequent array of symbols and abbreviations, then it is an expected courtesy that definitions will be provided at the front of the document. Such lists should be placed on their own page(s) after the Lists of Illustrations/Figures/Tables (if included). Additionally, they should be included in the Table of Contents. Authors should ensure that their use of abbreviations and symbols in the thesis/dissertation proper are consistent with the glossary.

[List of Abbreviations template—Appendix N](#)

[List of Symbols template—Appendix O](#)

Abstract (Required)

The abstract is an important piece of formal writing in academic scholarship. It serves as a short statement summarizing the contents of the manuscript that follows. An abstract prepares an audience for the overall argument being made in the thesis/dissertation by explicitly declaring the most important findings and general purpose of the thesis/dissertation. The abstract will frequently determine whether or not potential readers actually take interest in the document; naturally it should be concise, informative, and engaging.

To help make the abstract more user-friendly, a candidate should make certain to **include a list of keywords** relevant to the contents of the thesis/dissertation at the bottom of the page. These should include the main topic or subject of the thesis/dissertation, authors and scholars directly related to the subject, and theories applied and examined throughout.

Because the requirements for an abstract vary based upon the type of document being presented, please pay special attention to the following requirements:

Thesis Abstract

The student should prepare an abstract describing the essential content of the thesis in 150 words or less, double-spaced. 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. 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.

[Abstract template—Appendix P](#)

Incorporating Professional Publications

A candidate may wish to incorporate a piece of his or her own scholarship that was already published professionally. While this is permissible, candidates should remember that format requirements will vary according to both the type of publication and discipline. When integrating older publications into the thesis/dissertation manuscript, they must be reformatted to match the specifications within this manual.

DEFENSE AND OTHER PREPARATIONS

Once the thesis/dissertation has been written, edited, and in all other ways made ready for review, the candidate prepares for the final steps of their graduate career. These steps will include submitting the thesis/dissertation for evaluation by the committee and an oral defense of the thesis/dissertation before said committee. If a candidate's discipline does not require a thesis/dissertation, then a formal written exam must be completed instead.

Submitting to Committee

In close consultation with their major advisor, committee, and the Graduate Faculty Representative (GFR), a candidate picks a date for their oral defense. The defense must take place **at least three (3) weeks before end of the semester** in which the student intends to graduate. All graduate requirements must be completed prior to or at the end of the semester during which the final defense exam is held. Dates and deadlines are available [online](#).

A thesis/dissertation must be submitted to the committee, in its final PDF form, **no less than two (2) weeks before the set defense date**. The committee reviews the thesis/dissertation and prepares questions and comments that will be addressed to the candidate at the oral defense. If any committee member questions the adequacy of the substance or form of the thesis/dissertation, the committee as a whole decides if the document and the student are sufficiently prepared for an oral examination.

After a candidate submits the completed thesis/dissertation for review, **the department** (not the candidate) must submit the [Oral Defense Request Form](#), which will contain all information relevant to scheduling the defense, including the location for the defense, and a list of committee members.

Oral Defense and Scheduling

On the scheduled date, the committee gathers at the appointed location and presents their questions and comments about the thesis/dissertation to the candidate. Oral defenses are open to all members of the Graduate Faculty as observers. Oral defenses are open to non-Graduate Faculty with permission of the advisor and the Dean of the Graduate School. When students are required to make presentations as part of the examination process, these presentations will be advertised and open to the public.

To schedule your oral exam, contact the members of the committee to arrange the date, time, and place. Then your Committee Chair or Department Chair must notify the Graduate School as soon as the dates are set, but no less than one week before the examination using the [Exam Scheduling Form](#).

Following the oral defense, the committee meets in closed session to determine the outcome of the examination. The student passes the exam if a majority of the committee so votes. Otherwise, the student fails the exam. In the case of a tie vote with an even number committee, the student defaults to failing the exam. For students failing the oral exam, the Graduate School allows one re-examination. This re-examination is to take place during the subsequent three (3) semesters unless otherwise approved by the Graduate School. If the academic unit involved has a formal re-examination policy that is more stringent, that policy supersedes the Graduate School re-examination policy.

The major advisor is responsible for reporting grades for all prior thesis/dissertation registrations of the candidate when the document has been approved by the advisory committee.

After the successful defense of a thesis/dissertation, the student must submit all appropriate documents to the Graduate School within two (2) weeks. Failure to do so may delay graduation. If the required documents are not submitted within one year, the Dean of the Graduate School may declare the defense void and require that it be repeated.

Printing

As mentioned previously, Idaho State University's move to an ETD system spares many candidates from the added pressure to have their thesis or dissertation printed. However, some departments do still require a professionally printed and bound copy of the thesis or dissertation. Candidates will need to ask their major advisor or director of graduate studies for their discipline to determine if they will need a physical copy. These are produced at the candidate's own expense. Following is a list of recommended printers whom past candidates have successfully employed:

Printer	Contact Information
Idaho State University Total Copy Center *The ISU Total Copy Center can only print comb and velo binding, not hardcover.	921 South 8 th Avenue, Pocatello, ID, 83209 208-282-4442 totalcopycenter@gmail.com ISU Total Copy Center
Brigham Young University-Idaho Printing Services	191 Manwaring Center, Rexburg, ID, 83460 (208) 496-2850 print@byui.edu BYU-Idaho Printing Services
Alphagraphics	1680 Bentley Way, Idaho Falls, ID, 83401 (208) 522-2679 idahofalls@alphagraphics.com Alphagraphics
Idaho Book Bindery	2603 Sundance Rd #100, Nampa, ID, 83651 (208) 466-4720 tim@idahobookbindery.com Idaho Book Bindery

Appendix A

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 B

Request for Temporary Withholding of ISU Thesis/Dissertation from Public Availability

Date: _____

Author Name: _____

Title of Thesis or Dissertation: _____

Date Item Is To Be Released to Public Availability and the Idaho State Archives: _____

Please Provide Rational for Embargo:

Required Approval Signatures

Author/Student: _____ Date: _____

Student's Advisor: _____ Date: _____

Dean, Graduate School: _____ Date: _____

Vice President, Research: _____ Date: _____

Please complete this form and upload it to the [Thesis/Dissertation Submission Web Page](#)

Withholding is considered to be effective when the completed form and an electronic copy has been delivered to the Graduate School.

The electronic copy will not be accessible online until the release date noted above.

Form Edited 10-09-18

Appendix C
Sample Title Page, Thesis

Effects of Interdisciplinary Choral Singing Therapy
on the Voice and Swallowing Function of Individuals with Parkinson's Disease

by

Jane Student

A thesis

submitted in partial fulfillment

of the requirements for the degree of

Master of Science in the Department of Communication Sciences and Disorders

Idaho State University

Spring 2019 (or May 2019)

Appendix D
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

Fall 2019 (or December 2019)

Appendix E
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

Summer 2019 (or August 2019)

Appendix F
Copyright Sample Page

Copyright (Year) Student's Name

OR

(Year) Student's Name

Appendix G

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 H

Human Subjects Committee Approval

[Date]

[Name]

[Program]

[Degree]

RE: regarding study number [IRB number and title of thesis/dissertation]

Dear [Title, name]:

I agree that this study qualifies as exempt from review under the following guideline: Category 2: Anonymous educational tests, surveys, interviews, or observations. This letter is your approval, please, keep this document in a safe place.

Notify the HSC of any adverse events. Serious, unexpected adverse events must be reported in writing within 10 business days.

You are granted permission to conduct your study effective immediately. The study is not subject to renewal.

Please note that any changes to the study as approved must be promptly reported and approved. Some changes may be approved by expedited review; others require full board review. Contact Tom Bailey (208-282-2179; fax 208-282-4723; email: humsubj@isu.edu) if you have any questions or require further information.

Sincerely,

Ralph Baergen, PhD, MPH, CIP Human Subjects Chair

Appendix I

Animal Welfare Research Committee Approval Page

[Date]

[PI]

[Mailing address]

RE: Your application dated () regarding study number (): [study title]

Dear [PI]:

I have reviewed your request for expedited approval of the new study listed above. This is to confirm that I have approved your application.

You may conduct your study as described in your application effective immediately. The study is subject to an annual review on or before [closure date], unless closed before that date.

Please note that any changes to the study as approved must be promptly reported and approved. Some changes may be approved by expedited review; others require full board review. Contact Tom Bailey (208-282-2179; fax 208-282-4723; email: anmlcare@isu.edu) if you have any questions or require further information.

Sincerely,

Curt Anderson, PhD

IACUC Chair

Appendix J
Sample Table of Contents
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Appendix N

Sample List of Abbreviations

ABAD	A β -binding alcohol dehydrogenase
AD	Alzheimer's disease
ALS	Amyotrophic lateral sclerosis
DTNB	5, 5'-dithiobis-(2-nitrobenzoic acid)
GSH	Glutathione
LDH	Lactate dehydrogenase
PD	Parkinson's disease
S16	Schwann cells of rat origin obtained from ATCC

Appendix O

Sample List of Symbols

£	Pounds
∞	Infinity
β	Greek small letter Beta
π	Pi
™	Trade Marked
Ω	Greek letter Omega
©	Copyright

Appendix P

Sample Abstract, Thesis/Dissertation

Title

Thesis [Dissertation] Abstract--Idaho State University (2013)

Abstracts must be double-spaced with the thesis abstract not exceeding 150 words, and the dissertation abstract not exceeding 350 words. The title will not be taken into account for the official word count. Key words are chosen at the author's discretion and must be defined properly, relating to the topic, as they can be used by other scholars to search for a thesis/dissertation.

Key Words:

Appendix Q

Thesis/Dissertation Requirements Checklist

Use this checklist to review the format of your thesis/dissertation to ensure it meets the Graduate School guidelines

Use Authorization (Required)

- ☐ Uses the template provided in [Appendix A](#)
- ☐ Version included in thesis/dissertation does *not* include a signature nor date
- ☐ Included as the first page of thesis/dissertation document
- ☐ No page numbers on this page

Title Page (Required)

- ☐ Uses the template provided in [Appendix C](#) or [D](#)
- ☐ Thesis/dissertation title is centered a few spaces from the top of the page
- ☐ Title is identical to that of the Abstract page
- ☐ Title is styled according to the style guide chosen by the candidate and committee
- ☐ Title is in an inverted pyramid if it is not contained on one line
- ☐ Any major texts (books, films, etc.) mentioned in the title are italicized
- ☐ The word “by” followed by candidate’s name appears, centered
- ☐ Name listed is the same name on file with Registration and Records
- ☐ Name is not in all caps
- ☐ Text at the bottom designates the thesis/dissertation is either a thesis or dissertation
- ☐ Text at the bottom designates for what degree the thesis/dissertation is being submitted in completion of
- ☐ Last line of body text designates the semester/year the thesis/dissertation is submitted (e.g. “Spring 2017”)
- ☐ Set as page “i”, but no numeral is actually printed on the title page

Copyright (If Applicable)

- ☐ Uses the template provided in [Appendix F](#)
- ☐ Either:
 - “Copyright [Year] Student’s Name”
 - “[Year] Student’s Name”
- ☐ Text is centered

Committee Approval (Required)

- ☐ Uses the template provided in [Appendix G](#)
- ☐ Version included in thesis/dissertation does *not* include signatures

- ☐ Appropriate Roman numeral set in the bottom-center position
- ☐ Roman numeral set in the bottom-center position

Dedication (If Applicable)

- ☐ All content is appropriate for the purposes of this document.
- ☐ Margins and pagination are consistent with the rest of the document and the format guidelines in this manual.

Acknowledgments (If Applicable)

- ☐ All content is appropriate for the purposes of this document.
- ☐ Margins and pagination are consistent with the rest of the document and the format guidelines in this manual.

Table of Contents (If Applicable)

- ☐ Uses the template provided in [Appendix J](#)
- ☐ Table of Contents is properly numbered with the appropriate Roman numeral in sequence at the bottom of the page
- ☐ Table of Contents is the top header, centered
- ☐ Double-space between header and first entry in the table proper
- ☐ Table of Contents does not list anything preceding it nor itself
- ☐ Entries are aligned left and page numbers aligned right with a dotted leader line between them
- ☐ Either “List of Illustrations/Figures/Tables/Abbreviations/Symbols” or “Abstract” will be the first entry in the Table of Contents
- ☐ Preliminary pages (i.e. Lists and Abstract) are assigned Roman numerals
- ☐ Entries for major sections (Abstract, chapters, appendices, etc.) are flush on the left-hand margin
- ☐ Entries for minor sections within chapters are indented

List of Illustrations (If Applicable)

- ☐ Uses the template provided in [Appendix K](#)
- ☐ Begins on a separate page
- ☐ “List of Illustrations” is in the centered header section
- ☐ Each listing must have the word “illustration”, a number, and a caption
- ☐ The listings/captions must be identical to the headers in the document
- ☐ Entries are aligned left and page numbers aligned right with a dotted leader line between them

List of Figures (If Applicable)

- ☐ Uses the template provided in [Appendix L](#)
- ☐ Begins on a separate page
- ☐ “List of Figures” is in the centered header section

- ☐ Each listing must have the word “figure”, a number, and a caption
- ☐ The listings/captions must be identical to the headers in the document
- ☐ Entries are aligned left and page numbers aligned right with a dotted leader line between them

List of Tables (If Applicable)

- ☐ Uses the template provided in [Appendix M](#)
- ☐ Begins on a separate page
- ☐ “List of Tables” is in the centered header section
- ☐ Each listing must have the word “table”, a number, and a caption
- ☐ The listings/captions must be identical to the headers in the document
- ☐ Entries are aligned left and page numbers aligned right with a dotted leader line between them

List of Abbreviations/Symbols (If Applicable)

- ☐ Uses the template provide in [Appendix N](#) and [Appendix O](#)
- ☐ Each list (Abbreviations and Symbols) begins on a separate page
- ☐ “List of Abbreviations/Symbols” is in the centered header section
- ☐ Each listing must have the word table, a number and a caption
- ☐ The listings/captions must be identical to the headers in the document
- ☐ Entries are aligned left and page numbers aligned right with a dotted leader line between them

Abstract (Required)

- ☐ Uses the template provided in [Appendix P](#)
- ☐ All text is within the required margins
- ☐ No bold text
- ☐ Text is appropriate length (Thesis – 150 or fewer words/Dissertation – 350 or fewer words)
- ☐ “Abstract” appears in the center-top position of the page
- ☐ Key words at the bottom of the page
- ☐ Entire page is double-spaced

Main Body (Required)

- ☐ Main body begins with Arabic numeral “1”
- ☐ Page numbers appear in the upper right-hand corner
- ☐ All text (including page numbers) is uniform font
- ☐ Section/sub-section headings are bolded
- ☐ All illustrations, figures, and tables are appropriately numbered and captioned
- ☐ All text, illustrations, figures, and tables are within the specified margins
- ☐ All illustrations, figures, and tables are in portrait orientation, not landscape
- ☐ All text size and spacing is consistent, except for quotations, captions, and footnotes
- ☐ No floating headers. (Sections beginning on the last line of a page)

- ☐ All headers are consistent: location, font, size, style, etc.

References or Works Cited (Required)

- ☐ “References” or “Works Cited” is in the center header space
- ☐ Page numbering continues from the last page of the main body of document
- ☐ Double-space in-between the header and text
- ☐ A double-space in-between each reference listing; the listings themselves do not have to be double-spaced. Follow your style-guide
- ☐ Format follows style guide and is consistent. (E.g. listed alphabetically, sequential order, etc.)

Appendix/Appendices (If Applicable)

- ☐ Appendix introduction page included
- ☐ Page numbering continues from the last page of “References”/“Works Cited”

Review (Required)

- ☐ No blank pages
- ☐ All text is consistent in size, font, color, placement, etc.
- ☐ Spacing is consistent—double-spaced, except for block quotes, tables, and footnotes
- ☐ All text is within the required margins
- ☐ No punctuation with page numbers
- ☐ Tables/Graphics that require landscape view are rotated from portrait for ease of online reading (including page numbers)
- ☐ All page numbers listed in Table of Contents are accurate

Preparing for Submission to Graduate School

- ☐ Submit the thesis/dissertation to the committee for review two weeks before defense.
- ☐ Successfully defend the thesis or dissertation at the oral defense.
- ☐ Make edits according to committee review feedback.
- ☐ Verify that all in-manuscript pages requesting signatures are clean; signed versions are submitted to the graduate school separately, *not* as part of the thesis/dissertation.
- ☐ Verify that all page numbers, titles, margins, etc. are accurate and consistent.
- ☐ Confirm that all documents are correctly ordered ([see table on page 10](#))
- ☐ Upload documents to the [Thesis/Dissertation Submission Page](#) and rename documents correctly
 - ☐ Final Thesis/Dissertation in PDF Format
 - ☐ Signed Use Authorization Page [Required]
 - ☐ Signed Committee Page [Required]
 - ☐ [SED Certificate of Completion](#) [Doctoral Students Only]
 - ☐ Signed Embargo Form [if needed]
- ☐ Rejoice and celebrate the completion of your graduate degree!