TROY STATE UNIVERSITY

GRADUATE SCHOOL

Thesis Guidelines

THESIS GUIDELINES

TSU Graduate School Publication

Prepared with the assistance of the members of the Graduate Thesis Guidelines Committee
Dr. Dianne Barron, Chair
Dr. Glenn Cohen
Dr. Allen Dennis
Dr. Janet McNellis
Dr. James Rinehart
Dr. Edith Smith

Also available on the web
www.tsust.edu/gradschl/

The Graduate School
219 Adams Administration Building
Troy, Alabama 36082
(334) 670-3189

All style manuals such as this lean heavily on existing style manuals. In the development of this style manual, those prepared by Michigan State University and Alabama Agricultural and Mechanical University were especially helpful.

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August 2002

TROY STATE UNIVERSITY

GRADUATE SCHOOL

THESIS GUIDELINES

2002

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Chapter

1

INTRODUCTION

INTRODUCTION

These Guidelines set forth the thesis requirements established by The Graduate School of Troy State University. Individual departments, schools and colleges may impose additional requirements or may specify requirements in greater detail. The graduate student has a responsibility to learn what, if any, special departmental/school/college requirements may apply. The thesis should be prepared in accordance with the instructions of these Guidelines and those special requirements. Should the style manual conflict with the TSU Graduate Thesis Guidelines, the TSU Graduate Thesis Guidelines will take precedence.

Any proposed deviation from the guidelines must be referred to the Dean of Graduate Studies and Research for approval before the thesis is completed in final form.

The rules in the *Troy State University Graduate Thesis Guidelines* take precedence over previous publications issued prior to this date of publication. Please consult the TSU webpage www.troyst.edu for changes that may have occurred since this publication.

The work the student has done, short of final preparations of the thesis, is outside the province of these Guidelines. The assumption is made that the research is complete, that a comprehensive outline of the main text has been prepared, that the final draft has been examined and approved by the major professor or thesis director and committee, and that the time for typing in final form is at hand. These Guidelines also assume that the student has good command of the English language.

Questions regarding the format of the thesis not adequately answered in these Guidelines may be directed to the staff of The Graduate School, who will be pleased to give assistance.

SELECTING THE CHAIR OF YOUR COMMITTEE

Consult your advisor, department chair or dean for recommendations of persons conducting research in your area of interest.

DEFINITION OF FACULTY ROLES

CHAIR OF THESIS COMMITTEE

The Committee Chair is responsible for the overall supervision of the project. The Chair makes the student aware of the rules and regulations concerning development of the document. The Chair meets regularly with the student to monitor progress of the project and schedules committee meetings. The Chair is responsible for proofreading the thesis-proposal and final draft of the document for style and content.

MEMBERS OF THE COMMITTEE

The members of the committee determine the appropriateness and quality of the study. The minimum number of members for a committee is two. There is no maximum number. Committee members read the thesis-proposal and document carefully and consider the adequacy of the study regarding topic selection, feasibility, study design, importance of the study, impact on the field and preparedness of the student. At least one member of the committee may be from outside of the student's department. At least one member of the committee must be from the college conferring the degree.

MANUSCRIPT REQUIREMENTS

The student has the responsibility to present to the thesis chair for final approval a well-written manuscript that is free from error. The student, not the typist, is responsible for editing the thesis. If editorial assistance is needed, this should be obtained before the final draft is given to the typist. Students are warned that preparation of a thesis can be an extremely expensive undertaking. Each student should have a clear understanding in advance with typists, printers, and any agency involved in photographic work or drawings as to the costs involved. The Graduate School cannot act as referee in disputes between students and others in such matters.

Should the style manual conflict with the *TSU Graduate Thesis Guidelines*, the *TSU Graduate Thesis Guidelines* will take precedence.

If the department, school or college does not specify points of style, the student should consult one of the following published manuals:

Council in Biology Editors. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*. Most recent edition. New York: Cambridge UP.

The ACS Style Guide: A Manual for Authors and Editors. Dodd, Janet S., ed. Washington: American Chemical Society.

MLA Handbook for Writers of Research Papers (by Joseph Gibaldi and Walter S. Achtert). Most recent edition. New York: MLA.

The Chicago Manual of Style. Most recent edition. Chicago: University of Chicago Press, Most recent edition..

Linguistic Society of America. "LSA Style Sheet." Published annually in the December issue of the *LSA Bulletin*.

American Mathematical Society. *The AMS Author Handbook: General Instructions for Preparing Manuscripts*. Most recent edition. Providence: AMS.

Holoman, D. Kern, ed. *Writing about Music: A Style Sheet for the Editors of 19th-Century Music*. Most recent edition. Berkeley: University of California Press.

American Psychological Association. *Publication Manual of the American Psychological Association*. Most recent edition. Washington: APA, Most recent edition..

National Association of Social Workers. *Writing for NASW*. Most recent edition. Silver Spring: National Association of Social Workers.

Quick Reference Guide

Manuscript Requirements ----------2

Paper----------5
25% or higher cotton rag paper
20-pound weight
8.5” X 11.0” in size
Must have watermark

Font ----------5
Arial, Times New Roman, or Courier
12-point font size

Margins ----------6
1.0” top, right, bottom
1.5” left (needed for binding)

Spacing----------7
Double-space throughout. See specific guidelines regarding deviations.

Page Numbering/Placement----------7
All pages are numbered at bottom

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Chapter

2

FORMAT FOR THE THESIS

PAPER AND PHOTOCOPYING

The final copy of the thesis must be one that has been photocopied onto one side only of 8.5 x 11 inches, 20-pound white paper with white bond paper with a 25% or higher rag content (watermark should be visible). The weight and content of the paper must be consistent throughout the thesis. Although the original thesis is word-processed, most printers do not generate sufficient heat and pressure to insure that the ink adheres well and does not flake. Photocopying is the most satisfactory and economical method of producing additional copies of the thesis. All copies must be free of smudges and blemishes.

WORD PROCESSING

Acceptable font types are pica or elite book-face type such as Times New Roman, Arial, or Courier. Script type or handwriting is not acceptable. The print must be black and of sufficient darkness to insure ease of reading and good reproduction. If handwork is needed, black permanent drawing ink or equivalent must be used. The same type font must be maintained throughout the thesis. To be acceptable, the thesis must be a flawless copy that does not reveal the following:

- Overstrikes, cross-outs, lines from paste-ups, smudges and smears, erasures, and white-out.

- Photo-mounting corners, staples, or transparent tape.

- Dots and shading in the background.

TYPEWRITERS

The use of typewriters is not acceptable.

FONT FORMATTING

It is important to first understand a little about fonts before selecting one for your thesis.

- A fixed font, such as Courier, allows each character to take up a “fixed” width of space. Therefore an “I” and “m” would require the same amount of space.

- A proportional font, such as Arial or Times New Roman, allows each character to take up the least amount of width required. There an “I” would require less space than an “m”.

Overall, a fixed font will produce more pages of a thesis than a proportional font.

A 12-point book type font such as Times New Roman, Arial, or Courier should be used consistently throughout the document. The preliminary pages including the approval sheets, the text, tables, figure captions, page numbers, and appendices must all be in the same font for consistency. Parts of a figure may be in a different font. A smaller font size such as 10-point may be used in the tables if its use enables the positioning of a table onto one page. A larger font size that is not larger than 14-point may also be used to emphasize the chapter numbers or title on the title page.

Care should be taken to observe the following rules about widows, orphans, and headers. A “widow” is part of a line from the end of a paragraph that is carried to the next page. Adjust the text to eliminate these. A header should not be put at the bottom of a page unless there is room for the header and at least two lines of text. If there is insufficient room, place the header on the next page.

Typically, a laser printer or high quality ink-jet printer is used for printing. Letter quality printing must be produced.

MARGINS

The margins for each page of the thesis – preliminary pages, text, references-must meet the following specifications, measured from the edge of the paper to the text:

Left (binding edge)	1.5 inch*
Right	1 inch
Top	1 inch
Bottom	1 inch

*Note: Extra space is needed for binding.

These margins are inviolable. Footnotes, the last lines of a paragraph or a table, or the page number must be accommodated without violating the minimum margin of one inch of white space at the bottom.

Holes or perforations are not permitted in any of the margins. Some reproduction or photocopying processes magnify or spread the material and may necessitate more careful attention to the margin spacings. Tabs should be used for a consistent offset at the beginning of each paragraph and should be of a uniform spacing (usually five spaces).

PAGINATION

The pages preceding chapter 1 must be numbered consecutively in lowercase Roman numerals. Fly pages that begin each thesis are neither numbered nor counted. Starting with the title page and continuing throughout the thesis, each page must be accounted for and/or numbered. Although the title page is counted, a number is not placed on the title page itself. Numbers on all pages, including the first page of every chapter of the thesis, are placed one inch above the bottom edge of the sheet and centered. The table in the following section "Parts of a Thesis" contains a detailed listing of the parts of the thesis and indicates whether each is counted or numbered and if numbered, what type of page number it receives.

SPACING

The thesis is double-spaced throughout. Single-spacing is only permitted for quoted material to increase its impact within the text and for tables. Single-spacing may be used for table titles and headings, figure captions, references (but double-spacing is required *between* references), footnotes, and long quotations. References may also be single-spaced within the reference but double-spaced between references, if in accordance with the approved style manual.

Judicious triple- or quadruple-spacing can improve appearance and readability. Such spacing is appropriate after chapter titles, before major subheadings, before footnotes, and before and after tables in the text.

NUMBERING TABLES, FIGURES, AND APPENDICES

Each table and figure used within the thesis must be given a unique number and a title. Arabic numbers are used for both tables and figures. Tables and figures are numbered independently of each other. A list of tables and a list of figures are placed separately in the preliminary pages of the thesis after the table of contents. Appendices are labeled alphabetically. An alternative numbering system reflecting the location or chapter within the thesis may be used for figures or tables, for example, Table 2.1, Table 2.2, Table 2.3, etc. for tables occurring in Chapter 2. Appendix figures or tables would follow the same pattern, Figure A.1, A.2, A.3, etc.

Chapter

3

PARTS OF THE THESIS

PARTS OF THE THESIS

Every thesis is composed of three parts:

- Preliminary Pages
- Text Pages
- Reference Material

The table that follows gives the order in which the various parts of the thesis should appear and indicates whether they are numbered and/or counted.

Order of Thesis

SEQUENCE	PAGINATION	Page Number Placement	Listed in Table of Contents
Preliminary Pages	Small Roman Numerals		
Fly Page	Uncounted	Unnumbered	No
Title Page	Count/Do Not Number	None	No
Thesis Acceptance Page	Count/Do Not Number	None	No
Abstract	Count/Do Not Number	None	No
Research Review Board and/or Copyright Notice	Count/Do Not Number	None	No
Dedication	Count/Number	Bottom/Center	No
Acknowledgments	Count/Number	Bottom/Center	No
Table of Contents	Count/Number	Bottom/Center	No
List of Tables	Count/Number	Bottom/Center	Yes
List of Figures	Count/Number	Bottom/Center	Yes
Key to Symbols or Abbreviations	Count/Number	Bottom/Center	Yes
Text Pages	Arabic Numbers Starting at 1		
Introduction	Count/Number	Bottom/Center	Yes
Body of Thesis	Count/Number	Bottom/Center	Yes
Summary or Conclusions	Count/Number	Bottom/Center	Yes
Recommendations	Count/Number	Bottom/Center	Yes
Reference Material			
Glossary	Count/Number	Bottom/Center	Yes
Endnotes	Count/Number	Bottom/Center	Yes
Cover Sheets for References or Bibliography	Count/Number	Bottom/Center	No
References or Bibliography	Count/Number	Bottom/Center	Yes
Cover Sheets for Appendices	Count/Number	Bottom/Center	No
Appendices	Count/Number	Bottom/Center	Yes
Curriculum Vitae (Optional)	Uncounted	Unnumbered	No

PRELIMINARY PAGES

FLY PAGE

The fly page is a blank page at the beginning of your thesis to protect your work. It is neither counted nor numbered.

TITLE PAGE

The wording and the format of the title page must be exactly as shown in Appendix B. The student name should be spelled exactly as it will be on the diploma. The date on the title page must indicate the month and year that the student will actually receive the degree.

The title serves as a guide for others who wish to gain more information about what has been done in your research. Modern search and retrieval systems use the words in the title to locate your work. Consider using key words in the title so that general searches will locate your work. Therefore, it is doubly important to select a title that a meaningful and concise description of the contents of the thesis.

Summary:

- The Title page is counted and not numbered.
- Type the title in CAPITAL LETTERS, double space if longer than one line, centered at the top of the page.
- Return 8 times and type "by".
- Double-space and type the student's name, centered, in CAPITAL LETTERS, in full as it will appear on the diploma.
- Return 8 times, type "A THESIS," centered, in CAPITAL LETTERS.
- Return 8 times and type:

Submitted to in partial fulfillment of the requirements
for the degree of <INSERT DEGREE TITLE>(e.g. Master of Science, Master of Education)
in <INSERT SPECIFIC AREA> (e.g. In Environmental Analysis and Management, Counseling and Psychology. Do not list concentrations)
in the Graduate School of
Troy State University

- Return 8 times and type "TROY, ALABAMA" in CAPITAL LETTERS.
- Double-space and type MONTH AND YEAR of **your date of graduation** in CAPITAL LETTERS. (Do not put the month of the defense or date approved.)

THESIS ACCEPTANCE PAGE AND SIGNATURES

After all of the corrections recommended by the thesis chair, thesis committee, and the Dean of Graduate Studies and Research have been made, the thesis acceptance page must be signed by the chair, members of the committee and the Dean of Graduate Studies and

Research. Original signatures are required for all University copies and must be included in the thesis. A minimum of two thesis copies must have original signatures of the thesis chair, committee members, and Dean of Graduate Studies and Research. See Appendix C.

Summary:

- The Thesis Acceptance Page is counted and not numbered.
- Type the title in CAPITAL LETTERS, double space if longer than one line, centered at the top of the page.
- Return 4 times and type:

  Submitted by <NAME OF STUDENT> in partial fulfillment of the requirements
  for the degree of NAME OF DEGREE (e.g. Master of Science)
  in DEGREE AREA
  (e.g. Environmental Analysis and Management, Counseling and Psychology)
  in the Graduate School of
  Troy State University
- Return 4 times and type "Accepted on behalf of the Faculty of the Graduate School by the thesis committee:", centered.
- Return 4 times, draw a signature line and date line.
- Return 1 time, type the name of thesis chair.
- Return 1 time type Chairperson.
- Return 2 times, draw a signature line.
- Return 1 time and type the name and degree of committee member.
- Repeat the two previous lines so that all committee members' names are included.
- Return 4 times, draw a signature line and date line
- Return 1 time, type "Dianne L. Barron, Ed.D."
- Return 1 time, type "Dean of Graduate Studies and Research."
- Return 8 times, type MONTH YEAR of expected graduation. Do not use the month of the defense.

ABSTRACT

The abstract with attendant key words should be placed on its own page in the thesis. The abstract of a Master's thesis should not exceed 250 words, be double-spaced and fit on one page. This word limit and the format have been specified so that the abstract will more easily conform to the requirements of thesis abstract databases. The title of the thesis is repeated above the abstract. Two lines down, the author of the thesis is indicated. The abstract must be double-spaced beginning two lines beneath the author lines.

The abstract should contain a rationale or justification for the study. Generally, a brief account of the purpose, need, and significance of the investigation is given. The objectives are stated clearly but concisely. A brief account of the methodology is given, particularly those parts of it that were unique. The results and principal conclusions are provided. The abstract should not merely repeat the title, nor contain illustrations or tables, go into

excessive detail, use abbreviations, or cite references. See Appendix D for the format of the abstract.

Summary:

- Count, do not number.
- Type "ABSTRACT" centered at the top of the page.
- Double-space and type the title in CAPITAL LETTERS, double-space if the title extends beyond one line.
- Double-space and type the author's name in full as it will appear on the diploma, centered.
- Double-space twice and type the text of the abstract.
- Include a brief statement of the problem.
- Include a description of the methods, techniques, and data used.
- Include the major findings and conclusions of the study.
- The nature of the abstract will vary with the type of project reported and in some cases might take quite a different form.
- The abstract of a master's thesis must not exceed one page.
- The abstract must not include any figures.
- The abstract must be double-spaced and meet paper and margin requirements.

If footnote references are necessary, they should be listed at the end of the abstract, not at the bottom of the page.

HUMAN OR ANIMAL SUBJECT FORM (Required)

The Human or Animal Subject form must be reviewed and signed by the chair of the Troy State University Research Review Board and/or thesis chair as appropriate. **This form is not optional and the student is responsible for submitting his or her thesis topic to the Research Review Board for approval or accepted waiver by the chair of the thesis committee before research is begun**. Please contact http://spectrum.troyst.edu/~research/ for more information. A copy of the Human or Animal Subject form is provided in Appendix E.

COPYRIGHTING THE THESIS (if applicable)

A thesis may be protected from unauthorized copying by merely inserting a copyright statement. See Appendix F for the wording on the copyright page. The student may also register this copyright with the Copyright Office, Library of Congress, Washington, D.C. All students must contact their thesis chair to determine ownership of collected research data. **All data collected as part of federal, state, or private research grants become the property of Troy State University.**

Summary:

- Count, do not number.

- If the author intends to apply for a copyright, a copyright page must be inserted immediately following the Human or Animal Subjects form.
- The copyright is placed at the bottom of its own page in the following format:

Copyright by
ROBERT JOHN SMITH (Full legal name)
1998 (Year of publication)
OR

In the event that the student does not wish to copyright their thesis, they may, nonetheless, protect their work by adding an author's statement (see example below).

Example:
This thesis may not be re-printed without the expressed written permission of the author.

DEDICATION (Optional)

If a dedication is used, it should be centered on the page. The dedication should be brief and no heading is necessary. See Appendix G for a sample dedication.

Summary:
- If used, it should be brief and centered at the top of the page.
- Pagination sequence begins at this page with small Roman numerals.
- Type "DEDICATION" centered two inches from the top of the page.
- Double-space twice. Begin typing the text. The text must be double-spaced.

ACKNOWLEDGEMENTS (Optional)

The heading ACKNOWLEDGMENTS is centered without punctuation two inches from the top of the page: the text begins four line spaces below. Only persons who provided professional help should be acknowledged. The acknowledgments should be concise and to the point (Appendix H).

Summary:
- Count and number
- Most theses include a brief statement of appreciation for, or recognition of, any special assistance.
- Type "ACKNOWLEDGMENTS" centered two inches from the top of the page.
- Double-space twice. Begin typing the text.
- The text must be double-spaced.

TABLE OF CONTENTS

The heading, TABLE OF CONTENTS is centered without punctuation two inches from the top of the page: the listing begins at the left margin four line spaces below the heading, TABLE OF CONTENTS. The titles of parts, sections, or chapters and their principal subdivisions are listed and must be worded exactly as they appear in the body of the thesis. If further subdivisions are listed for any section in the Table of Contents, they must be listed for all sections in the thesis. See Appendix I for sample of appropriate formats.

Summary:

- Count and number
- Type "TABLE OF CONTENTS" centered two inches from the top of the page.
- Double-space twice. Type the listings.
- The titles of the chapters or sections, and at least the primary and secondary subdivisions should be listed. They must be worded exactly as they appear in the body of the thesis.
- Single-space within each entry and double-space between.
- All material that follows the Table of Contents should be listed.
- No preceding material is listed.
- Tables and figures are listed separately.

LIST OF TABLES*

The heading, LIST OF TABLES, is centered without punctuation two inches from the top of the page. The table listings begin at the left margin four returns down from the heading. Tables must be numbered consecutively throughout the text or alternatively numbered using a system which is a reflection of their location, for example, Tables 3.1, 3.2, 3.3, etc., for tables occurring in Chapter 3. Appendix tables should be numbered either alphabetically or using the sequence A.1, A.2, A.3, etc. If a table is so long that the caption must be placed on the facing page, the page number that the actual table appears on is the one listed in the List of Tables.

*Definition: The word "**Table**" designates tabulated numerical data used in the body of the thesis and in the appendices. Tables consist of an arrangement of facts, figures, and values in an orderly sequence usually in rows or columns.

Summary:

- Count and number
- Type "LIST OF TABLES" centered and two inches from the top of the page.
- Double-space twice and type the listings that begin at the left margin.
- The List of Tables uses the captions as they appear above the tables in the text.
- Double-space between each listing.

LIST OF FIGURES*

The heading LIST OF FIGURES is centered without punctuation two inches from the top of this page: the listing begins at the left four returns down from the title. Figures must be numbered consecutively throughout the text or alternatively numbered using a system that is a reflection of their location, for example, Figure 3.1, 3.2, 3.3, etc., for figures occurring in Chapter 3. Appendix figures should be numbered either alphabetically or using the sequence A.1, A.2, A.3, etc. If a figure has a caption on the facing page, the page number that the actual figure appears on is the one listed in the List of Figures.

*Definition: The word "**Figure**" designates all other nonverbal material used in the body of the thesis and in the appendices, such as charts, graphs, maps, photographs, plates, drawings, recording discs, diagrams, etc.

Summary:

- Count and number.
- Type "LIST OF FIGURES" centered at the top of the page.
- Double-space twice. Type the listings.
- The List of Figures uses the captions as they appear below the figures in the text.
- Double-space between each listing.

SUMMARY FOR TABLES AND FIGURES:

Captions

- Captions are the descriptive titles of tables and figures and are generally one line of type.
- Every table must bear a number and caption.
- The captions as they appear with the tables and figures must be identical in every way with their listing in the preliminary pages.
- If the caption is too long to be placed below the figure, a facing page is inserted.

Preparation

- Tables and figures must be of professional quality.
- Diagrams, drawings, figures, etc. must be of sufficiently clear, sharp, and size to be easily readable and suitable for microfilming.
- Computer printout tables and figures must be fully legible.
- Printouts must be given numbers and captions identifying them as tables.
- Printouts must be reduced to standard 8.5"x11" size or placed on oversize, 11"x17" paper, and inserted as a fold-out (See Oversize Instructions below).
- Photographic reduction may be necessary. (Not more than 3-5% reduction is suggested to prevent indistinct print quality).
- All tables and figures, including the caption, must meet margin, font and format requirements.

- Photographs smaller than 8.5”x11” should be firmly mounted with rubber cement. Photo mounting corners, transparent tape, or staples are not acceptable.
- In copies and on microfilm, all colors appear as shades of gray, at best, and some colors disappear. Cross-hatching may be necessary to symbolize color distinctions.
- If photographs are used, black and white prints should be made from the original negative for all copies of the thesis.

OVERSIZED TABLES AND FIGURES

- If charts, graphs, maps, diagrams, etc. are unable to be presented on 8.5”x11” paper, they may be placed on 11”x17”.
- Paper quality must meet paper and margin requirements.

Instructions

- Set your margins to accommodate cutting the 11”x17” paper.
- Cut .75” off from the 17” length, making the final page size 11”x16.25.
- Fold to within 0.5” from the left margin of the paper or 2” from the binding edge.

PLACEMENT

- Tables and figures are inserted as near as possible to the text they illustrate or may be placed in the appendices.
- Tables and figures of one-half page or less in length may appear on the same page with text. If larger than half-page, they must be placed on their own page.
- Two or more small tables or figures may be placed together on a single page.
- Wide tables or figures may be placed broadside. The table should be placed so that the top of the table is nearest the 1.5” binding side. The placement of the table or figure, vertical or horizontal, does not alter the position of the page numbering requirements set forth in this guidebook.
- The number of the table and its caption are placed above the top line of the table.
- The number of the figure and its caption are placed below the last line or bottom edge of the figure.

NUMBERING

- If any table continues on subsequent pages, the caption is not repeated and the top line should read for example, Table 16 (cont’d)
- The page on which the table/figure appears is numbered consecutively with the main text.
- This page number is used in the List of Tables or List of Figures.

CITATIONS OF TABLES AND FIGURES

- When making reference to a table/figure in the body of the text, the full word and number should be used, thus:

  Figure 53 Table 26

FACING PAGES

- Count and number.
- A facing page contains the caption for a table/figure that is too long to be placed on the same page as the table/figure.
- The caption is centered, top to bottom, on the page.
- Margins for this page are:

  Left: 1”
  Right: 1.5”*

  ***Note:** Extra space is needed for binding.
- The number of the table/figure must appear both with the caption and the table/figure.

LIST OF PLATES

This is formatted in the same way as is the List of Figures and is only used if there are Plates with the thesis. The listing begins four spaces below the heading.

LIST OF SYMBOLS, ABBREVIATIONS AND/OR SPECIALIZED NOMENCLATURE

If necessary to the presentation of the thesis, these lists appear after the Lists of Tables and Figures in the preliminaries using a form or style acceptable to the field of study. The listing begins four spaces below the heading.

Summary:

- Count and number.
- Any form acceptable to the department, college, or style manual may be used.

FOREIGN LANGUAGE

Theses that involve the extensive use of words (e.g., common phrases, place names, personal names) derived from a foreign language not based on the Latin alphabet (e.g., Chinese, Japanese, Sanskrit, Farsi) should contain a note on transliteration (see example below). It is incumbent upon the author to maintain the consistency of spelling styles throughout the body of the thesis.

Example:

A Note on Transliteration

Except for a few names with well-established English spellings (Peking, Nanking, Canton, Tientsin), the Chinese names in this thesis are spelled according to the official, pinyin transcription system. While an effort was made to preserve the original punctuation and spelling in all eighteenth- and nineteenth-century English sources that are utilized in this research are idiosyncrasies in the spelling of Chinese personal and place names would only confuse the reader. To prevent misunderstanding, these Chinese names have been put into pinyin.

TEXT PAGES

INTRODUCTION

The introduction is the first chapter of the thesis. The word INTRODUCTION is the title of the first chapter (or major division) and its placement is consistent with that of the other chapter titles.

Summary:

- Count and number with Arabic numerals starting with page 1, centered 0.5" from the bottom of the page.
- The Introduction should contain a brief statement of the problem under investigation. It should outline the scope, aim, and general character of the research.
- The Introduction may be the opening statements of the first major division.
- Type "INTRODUCTION" centered at the top of the page.
- Double-space twice. Begin typing the text.

BODY OF THE THESIS

Each thesis or dissertation must be divided in some manner of logical organization. The customary major divisions are chapters, but it is permissible to divide a thesis or dissertation into sections. Each chapter (or section) must be numbered consecutively using Arabic numerals.

Each new chapter (or section) must begin on a new page. The chapter number and title (or section number and title) must be in all capital letters. A chapter or section title that requires more than one line is to be double-spaced and centered.

Any logical means of subdivision within the chapter or section is permissible, but the scheme used must be consistent throughout a chapter (or a section). Some chapters may not require subdivisions, while others may require one or more levels for clear organization.

HEADINGS

SECTION HEADINGS

Section headings are in all capital letters and centered. Theses are generally organized into sections with each section covering a portion of the thesis topic. Examples may be the headings of the primary pages (e.g., ABSTRACT, ACKNOWLEDGEMENTS, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES) or, as in the body of the thesis, the INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS, RECOMMENDATIONS AND REFERENCES. If the section heading is more than one line, the lines can be of different length and double-spaced.

SECOND-ORDER HEADINGS

Second-order headings are typed in capital letters, flush with the left margin, and on a separate line. The text begins two spaces below second-order headings.

THIRD-ORDER HEADINGS Third-order headings are typed in capital letters, underlined, indented, and in line with the text.

Fourth-Order Headings Fourth-order headings are typed in capital and lower-case letters, underlined, indented, and in line with the text.

The subdivisions within a chapter (or a section) do not begin on a new page unless the preceding page is filled. If there is not room for the complete heading and at least two lines of type at the bottom of a page, the new subdivision should begin on the next page. It is never correct to carry over the last few words of a paragraph. It is preferable to add an extra line, rather than continue a portion of a line. (See Appendix M.)

Summary:

- Count and number all pages.
- This is the substance of the thesis including all the divisions and subdivisions as indicated by headings identical to those listed in the Table of Contents.

FOOTNOTES AND ENDNOTES

Consult your department‘s specified style manual for guidance on the use of footnotes and endnotes.

PHOTOGRAPHS

Several options are available for handling and including photographs in the thesis. Photocopies of the original photograph may be inserted into the text.

Another option is to make enough copies of a print photographically to accommodate the number of copies and mount each individually. It is a good practice to label the reverse side of each photograph with the figure number, page number, candidate’s last name, and the

year. Mount photographs with an adhesive specially prepared for photographic work, good quality rubber cement, or with dry mounting tissue. Use of photo-mounting corners, staples, or transparent tape is NOT acceptable.

A scanner can be used to reproduce photographs. The original image is scanned at a sufficiently high resolution to retain detail and can be incorporated into the thesis document and then photocopied.

Summary and Conclusions

- Count and number all pages.
- These are usually treated as the last major division of the text.
- If appropriate, a final division entitled "RECOMMENDATIONS" may follow.

REFERENCE MATERIAL

REFERENCES

Any thesis that makes use of other works, either in direct quotation, by reference of an idea, must contain "References" listing these sources. The reference list at the end of the thesis provides the information necessary to identify and retrieve each source.

BIBLIOGRAPHY

If pertinent works have been consulted, but not specifically cited in the text, they should be separately listed in the bibliography.

Summary:

- Count and number.
- The Bibliography must meet paper and margin requirements.

Cover Sheet

- Type "BIBLIOGRAPHY", centered, top to bottom, on the page.

Bibliography Entries

- Type the heading "BIBLIOGRAPHY" centered at the top of the page.
- Double-space twice. Type the list of sources.
- The list of sources is single-spaced within, and double-spaced between entries.
- Standards for the presentation of bibliographies are set forth in the style manuals, or will be prescribed by the student's major professor.
- In a Bibliographic Essay, the material is presented in paragraph form, double-spaced.
- You may use "Literature Cited" or "References" instead of "Bibliography" if that is the convention in your discipline.

CITING INTERNET ADDRESSES

A HOW-TO GUIDE FOR REFERENCING ONLINE SOURCES IN STUDENT BIBLIOGRAPHIES

The following article appears in the October 1996 issue of the Classroom Connect newsletter. Reprinted with permission from Classroom Connect. Copyright 1997. 1866 Colonial Village Lane, Lancaster, PA 17605. (800) 638-1639, e-mail: connect@classroom.net. In March of 1997, Classroom Connect was the first to publish a comprehensive, easy-to-understand method for citing online information in student bibliographies. Also included is information specifying how to cite the graphics, sounds, and video clips they may be retrieve from the Net for use in multimedia presentations.

Formal guidelines for citing online sources are beginning to evolve. The latest MLA Handbook contains citation information for electronic sources.

ELECTRONIC MAIL (Email)

Structure
Author of email message. Subject line of the message. [Online] Available email: Student@address.edu from Author@address.edu, date of document or download.

Examples
Jones, Tom. Nile River Research Project results. [Online] Available email: student5@smallvillehigh.edu from ert@informns.k12.us, September 25, 1996.

Taylor, Barry. Hubble Space Telescope image enhancement techniques. [Online] Available email: studetn2@exeter.high.edu from btaylor@hst.nasa.gov, January 23, 1997.

FILE TRANSFER PROTOCOL (ftp)

Structure
Author. Title of item. [Online] Available ftp: address, path/filename, date of document or download.

Example
Gates, Gary. Shakespeare and his Muse. [online] Available ftp://ftp.guten.net/bard/must.txt, October 1, 1996.

GOPHER

Structure
Author. Title of gopher item [Online] Available gopher://address/path, date of document or download

Examples
Kinyon, John. India: A Country in Transition. [Online] Available gopher://gopher.india.gov:70/11/papers/trans, October 5, 1996.

Chalmers, Andrea. Bosnia: A Country in Transition. [Online[Available gopher://nywer.net/Today's_News/World
News/Bosnia-Herzagovina, February 5, 1996.

USENET NEWSGROUPS

Structure
Author. Title of item. [Online] Available
News://group, date of document or download.

Examples
Brown, David. Educational Insights 1995.
[Online] Available news://k12.ed.research, December 27, 1006.

Madige, Ellen. How to Build a Better Mousetrap. [Online] Available news://sci.tech.inventions.mousetrp, January 16, 1997.

WORLD WIDE WEB (WWW)

Structure
Author. Title of item. [Online] Available
http://address/filename, date of document or download.

Examples
DiStefano, Vince. Guidelines for better writing. [Online] Available.
http://www.use.net/~vinced/home/betterwriting.html, January 9, 1996.

Ule, James. The Cold War Revisited: A Splintered Germany. [Online] Available
http://usa.coldwar.server.gov/index/cold.war/countries/former.soviet.block/G/germanylhtml, November 5, 1996.

TELNET

Structure
Author. Title of item. [Online] Available telnet://address, path, date of document or download.

Examples
Brady, Larry E. Map of Iraqi Troop Movements for 1/9/96. [Online] Available Telnet://fedworld.gov, Government Information/CIA/Maps/Latest Maps/Iraq, November 10, 1997.

Jackson, Fred. Statistical Weather Data for Ohio, January 1996. [Online] Available telnet://weather.machine.umch.edu, WeatherData/January 1996/States/Zooms/Ohio, February 25, 1997.

INTERNET RELAY CHAT (IRC)

Structure
Name of online speaker. [Online] Available IRC:telnet(siteaddress), IRC channelname, date of session.

Example
McBane, Lisa. [Online] Available IRC:telnet world.sensemedia.net:6677, Egypt, March 8, 1996.

Frappe, Francois, [Online] Available IRC: telnet france.irc.edu:1234, France, January 23, 1996.

ONLINE IMAGES

Structure
Description or title of image. [Online Image] Available http://address/filename.date of document or download.

Examples
Hubble Space Telescope release in the Space Shuttle's Payload Bay. [Online Image] Available http://explorer.arc.nasa.gov/pub/SPACE/GIF/s31-04-015.gif, October 1, 1996.

ONLINE SOUNDS

Structure
Description or title of sound. [Online Sound] Available http://address/filename, date of document or download.

Examples
Reflections on Apollo. [Online Sound] Available http://town.hall.org/radio/IMS/NASA/100394_nasa_01_ITR.au, September 25, 1996.

ONLINE VIDEO CLIPS

Structure
Description or title of video clip. [Online Video Clip] Available http://address/filename, date of document or download.

Examples
Shoemaker-Levy /Comet enters Jupiter's atmosphere and breaks up. [Online Video Clip] Available http://ftp.cribx1.u-bordeaux.fr/astro/anim/s19/breakingup.mpg, March 5, 1996.

==========

WEBSITES ABOUT CITATIONS

Several websites offer more information about citing electronic sources. When appropriate, consult your style manual.

MLA Citation Guide http://www.cas.usf.edu/english/walker/mla.html

American Psychological Association. *Publication Manual of the American Psychological Association. Official APA "Electronic Reference Formats" document:* Go to http://www.apastyle.org/elecref.html

Launch to Citing Online addresses http://www.pitsco.inter.net/p/cite.html

Williams College Library Web
http://www.williams.edu:803/library/library.www/cite.html

APPENDICES

Some students will not need to include this section. It is usually added to contain supplementary illustrative materials, original data, and quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text.

Summary:

- Count and number all pages consecutively.
- Appendices must meet paper and margin requirements.
- Type "APPENDIX" (or "APPENDICES"), centered, typed top of the page with the list of appendices following below, double-spaced.
- The appendices may be divided into APPENDIX A, APPENDIX B, etc., depending on the type and amount of material used.
- Each appendix may have its own cover sheet.
- Type APPENDIX A (etc.) at the top right corner of the page.
- Double-space twice. Type the title of the material.
- Each appendix and its title should be listed separately in the Table of Contents.
- Tables and figures in the appendices must be numbered, captioned, and listed in the List of Tables or List of Figures.

CURRICULUM VITAE

Provide full name of student, permanent, address, educational degrees, teaching or work experience, and publications. See Appendix O.

USE OF COPYRIGHTED MATERIAL

The student is required to obtain permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. If payment is required, this is the student's responsibility. Permission for the use of all such materials must be obtained before the thesis is submitted for final approval.

USE OF REPRINTS IN THESES

- Reprints may be used in the body of a thesis if the student is either the primary author or has been primarily responsible for the publication. This assumes the student has had primary responsibility for the research as well as the preparation and the editing of the manuscript.

- Reprints must be sufficiently clear and of a size that, when bound, lend themselves to microfilming. Two-sided reprints are not acceptable.

- Such reprints, if used, must constitute only a subsidiary part of the thesis. Their approval as part of the thesis must be secured by an explicit vote of the student's thesis committee.

- Some discussion and/or other documentation in addition to the reprint(s) must be included within the body of the thesis.

- The thesis must contain a suitable preliminary format, which includes the title pages, table of contents, and other appropriate preliminary elements. It must also include an introduction and statement of the current status of the area of inquiry, statement of the problem, the methodology (if not in the reprint itself), summary of the total concern of the various documents so that there is a coherent summation for the thesis and it must have a final reference list or bibliography which will assemble in one place all pertinent and appropriate reference material.

- As noted above, the student has the responsibility to secure permission to use copyrighted material in the thesis.

Chapter 4

DEGREE COMPLETION AND THESIS APPROVAL

DEGREE COMPLETION AND THESIS APPROVAL

ONE SEMESTER PRIOR TO INTENDED GRADUATION:

1. Obtain, complete, and file the Intent to Graduate packet in the Registrar's office one semester prior to intended graduation. (Obtain forms from the Office of the Registrar, Student Services Representative in the Distance Learning Center, or local University College site office)
2. Pay graduation fee (Contact local campus office for current fee)

THE SEMESTER OF INTENDED GRADUATION:

1. Be unconditionally admitted to the graduate program
2. Complete all coursework (Only grades of "B" or better will be accepted for Research Methods courses. All grades of "D" or "F" must be retaken. Consult the *Graduate Bulletin* for specific degree program requirements.)
3. Have required GPA
4. Have thesis accepted
5. Students are advised to check with their respective departments for further details.

ONCE THE THESIS IS ACCEPTED BY THE DEPARTMENT:

1. After all corrections have been made to the thesis, approval signatures should be obtained.
2. Determine if additional copies are required within the college or department.
3. Complete a TSU Thesis Binding form (Appendix J) and submit a minimum of 2 flawless signed copies that are ready for binding to the TSU Library. (If you are located at a University College site, you will need to check with the Regional Director for local TSU Branch Library copy requirements. Students should also check with their thesis chair to determine departmental copy requirements.)
4. Make payment to the TSU Library for binding costs of all required copies.
5. **Two Weeks Prior to Graduation: Submit a copy of the paid binding receipt and a copy of the signed title page of your thesis to the Office of the Registrar.**
6. Verify deadline dates for the semester as listed below:

Registrar's Office
Academic Calendar
http://www.troyst.edu/academiccalendar.html

Some procedures and deadline dates may vary slightly in the colleges or departments.

Consult your department for thesis registration requirements.

HOW TO AVOID DELAYS AND MEET DEADLINES

THESIS GUIDELINES

Make sure you have a copy of the current *TSU Graduate Thesis Guidelines*.

SUBMISSION OF THE FINAL DRAFT AND THE DEFENSE

SUBMITTING THE THESIS TO THE THESIS COMMITTEE

The first draft of the thesis must be reviewed and approved by each member of the Advisory Committee no later than two weeks prior to the anticipated date for the thesis defense. If the thesis is found to be acceptable by all members of the Advisory Committee and the Thesis Chair, a thesis defense may be requested using the form provided by the School of Graduate Studies.

REQUESTING A THESIS DEFENSE

Once the first copy of the thesis has been approved by the Thesis Chair and committee, the student's Thesis Chair, in conjunction with the student, must request permission to hold the final examination using the form provided by the Graduate School. The examination/defense must be scheduled at least four weeks before graduation. The student is responsible for checking the calendar for relevant deadlines for graduation for the semester in which he/she wishes to graduate. (www.troyst.edu/academiccalendar.html)

After the student's final oral defense, the members of the Advisory Committee shall sign a cover sheet indicating their approval or disapproval of the student's performance at the defense (Appendix C).

DEPOSIT OF FINAL COPIES

After the student has passed the final defense, a minimum of two signed copies of the thesis must be submitted to the Dean of Graduate Studies and Research for signature. Each copy is to be submitted in an 8 ½" x 11" heavy manila envelope with a copy of the title page pasted on the top. All corrections required by the Graduate School as a result of the first deposit and by the committee as a result of the defense are to have been made.

The thesis is rechecked upon final deposit, and it is the responsibility of the author to make the necessary corrections. The student should consult his or her Thesis Chair and department to determine the number of final copies that may be required in addition to those mandated by the Graduate School. Two copies are required by Troy State University.

SIGNATURE AND ACCEPTANCE OF THE DEAN OF GRADUATE STUDIES AND RESEARCH

Bring a minimum of two flawless copies with Thesis Chair and Committee member signatures affixed to the "Thesis Acceptance Page" to the Office of the Dean of Graduate Studies for signature. (Check with your department or Regional Director for additional copy requirements.)

The Dean of Graduate Studies and Research reviews a number of Master's Theses each semester. The Graduate School staff reviews each document for quality of print, correct formatting, and we also hand count each page to be sure that pages are not improperly numbered or missing. A single document can take anywhere from one to two days to process, depending on the size and number of errors encountered. Most are accepted, but a small number must be returned to the students for corrections. Allow a minimum of two days for review and signature by the Dean of Graduate Studies and Research.

DISTRIBUTING COPIES OF THE THESIS

Assuming the student has met all of the degree requirements, including paying his/her fees for thesis binding, the TSU Library will have copies of the thesis bound. It is the responsibility of the student to distribute all additional copies to the appropriate persons or locations.

TSU THESIS BINDING

Bring a completed TSU Thesis Binding form, and a check or money order made to Troy State University along with a minimum of two signed final copies of the thesis. (Check with your thesis chair, department chair or regional director for additional copy requirements.) See Appendix M.

HUMAN OR ANIMAL SUBJECTS FORM

This form must be completed and signed by the TSU Research Review Board chair and included in every thesis. ALL students must have a completed form in every thesis, even if human or animal subjects were not used. See Appendix E.

RESPONSIBILITIES OF THE STUDENT

- **Students must be enrolled for the semester in which they defend their thesis defense.** A semester is defined as the period from the first day of class up to, but not including, the first day of class of the following semester. The student should be enrolled in 3sh of Thesis Research.

- **Student is responsible for getting a copy of the paid binding receipt provided by the TSU Library and a copy of the Thesis Acceptance Page with signatures to the**

TSU Registrar. THIS IS A VERY CRITICAL STEP. IF IT IS NOT ACCOMPLISHED, THE STUDENT MAY NOT GRADUATE.

RESPONSIBILITIES OF THE THESIS CHAIR OR THE DEPARTMENT CHAIRPERSON

- Thesis research grades for each candidate APPROVED for a graduate degree are transmitted to the office of the Registrar for the semester in which the degree is to be awarded. A grade of "P" for pass will be posted to the student's transcript.

- Thesis research grades for each candidate DISAPPROVED for a graduate degree is transmitted to the Office of the Registrar for the semester. A grade of "F" for fail will be posted to the student's transcript.

Appendices

A. Check List and Calendar

B. Sample Title Page

C. Sample Thesis Acceptance Page and Signatures

D. Sample Abstract

E. Sample Human or Animal Subjects Form

F. Sample Copyright Statement

G. Sample Dedication

H. Sample Acknowledgements

I. Sample of Traditional Table of Contents

J. Sample of Scientific Table of Contents

K. Sample List of Tables

L. Sample of Headings

M. Sample List of Figures

N. TSU Thesis Binding Form

O. Sample Vitae

CHECK LIST and CALENDAR

Student's Name: _____

Fill in the appropriate dates to complete your thesis on time.

_____ Approval of Research Proposal by thesis chair and/or committee.

_____ Human or Animal Subjects Form approved by thesis chair and/or Research Review Board prior to starting research.

_____ Submit reading copy to committee two weeks prior to the defense. Must be submitted to the chair and committee members at least six weeks prior to graduation.

_____ Schedule thesis defense with chair.

_____ Defend thesis as directed by the chair at least 3 weeks prior to graduation.

_____ Make corrections to thesis.

_____ Final copy is submitted to the thesis chair for approval and signature.

_____ All committee members accept and sign Thesis Acceptance Page.

_____ Deliver a flawless copy of the thesis to the Graduate School at least 2 weeks prior to graduation.
[Note: The last date a signed fully-approved thesis may be submitted to the Dean of Graduate Studies and Research is two (2) weeks preceding the date of graduation.] THIS DEADLINE IS NOT NEGOTIABLE.

_____ Graduate School reviews and Dean of Graduate Studies and Research signs Thesis Acceptance page.

REQUIRED THESIS CHECK BY THE GRADUATE SCHOOL

When a thesis is submitted to the Graduate School, 219 Adams Administration Building, Troy, Alabama, a staff member will use a check sheet similar to the one below to verify proper formatting. If corrections need to be made, they will be noted on the form and returned to the student. It is strongly recommended that the student bring a preliminary copy of his/her thesis to the Graduate School for review prior to printing on the expensive cotton rag paper.

Contents of Thesis that will be checked:

Checker's Initials _____ Date _____

_____ 25% / #20 Rag Paper with watermark
_____ Title Page
_____ Abstract
_____ Copyright (Optional)
_____ 1.5" Left Margin
_____ 1.0" Right, Top, Bottom Margins
_____ Quality of Copy
_____ Sequence of Page Numbering
_____ Darkness of Print

_____ Student prepares a minimum of two copies for binding that are to be turned in to the TSU Library.

_____ All copies are delivered to the TSU Library with a completed TSU Binding form.

_____ Binding fees are paid to Troy State University (Checks or money orders only)

_____ A copy of the paid binding receipt and a copy of the signature page must be delivered to the TSU Registrar, Mrs. Tamara Jones, <u>one week prior to the date of graduation.</u>

Appendix B

DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA RIVERS WATERSHED IN SOUTHEAST ALABAMA

by

HOLLY H. BENNETT

A THESIS

Submitted in partial fulfillment of the requirements
for the degree of Master Of Science
in Environmental Analysis and Management
in the Graduate School of
Troy State University

TROY, ALABAMA

MAY 2002

Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy State University, Troy, Alabama, May 2002.

Appendix C

DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED IN SOUTHEAST ALABAMA

Submitted by Holly H. Bennett in partial fulfillment of the requirements
for the degree of Master of Science
in Environmental Analysis and Management
in the Graduate School of
Troy State University

Accepted on behalf of the Faculty of the Graduate School by the thesis committee:

_____ _____
Allen C. Stone, Ph.D. Date
Chairperson

_____
Lynn S. Stevens, Ph.D.

_____
Stewart B. Mitchell, Ed.D.

_____
E. Cliff Webber, D.P.A.

_____ _____
Dianne L. Barron, Ed.D. Date
Dean of Graduate Studies and Research

MAY 2002

Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy State University, Troy, Alabama, May 2002.

ABSTRACT

DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED IN SOUTHEAST ALABAMA

Holly H. Bennett

Activities such as agriculture, silviculture, and mining contribute nonpoint pollution to Alabama's streams through polluted runoff and habitat alteration. The Choctawhatchee-Pea watershed in southeast Alabama lies entirely in the coastal plains ecoregion. The highly erodible soils characteristic of this region, combined with row crop agriculture and clearcutting have degraded habitat and contributed large amounts of sediment to streams. Biological monitoring may be the most appropriate means of detecting pollution effects on aquatic communities, and development of biological criteria is important for the establishment of enforceable laws regarding nonpoint source pollution. Macroinvertebrates were collected from 49 randomly selected sites from first through sixth-order streams in the Choctawhatchee-Pea watershed. Samples were transported to the laboratory for processing and identification to genus level. Thirty-eight candidate metrics were examined, and the index was calibrated by eliminating metrics that failed to separate impaired from unimpaired streams. Each site was scored with those metrics, and narrative scores were assigned based on ICI scores. Least impacted sites scored significantly lower than sites impacted by row-crop agriculture, cattle, and urban land uses. Conditions in the Choctawhatchee-Pea watershed suggest that the entire area has experienced degradation through past and present land-use practices.

Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy State University, Troy, Alabama, May 2002.

Human or Animal Subjects Review for

_____
Name of Student

_____
Title of Research Project

This research project has been reviewed by the Research Review Board and approved as follows (the appropriate block must be checked by either the Thesis chair or the Chair of the Research Review Board):

Neither humans nor animals will be used and this research is certified exempt from Research Review Board review by the thesis committee chair.

Human participants will be used and this research is certified exempt from Research Review Board review by the thesis committee chair.

Human participants will be used and this research was reviewed and is approved by the Research Review Board.

Animal participants will be used and this research was reviewed and is approved by the Animal Research Review Board.

_____	_____	_____
Signature of Thesis Committee Chair	Date	Approved or Rejected
_____	_____	_____
Signature of Chair of Research Review Board	Date	Approved or Rejected

Copyright by*
ROBERT JOHN SMITH (Full legal name)
1998 (Year of publication)
OR
In the event that the student does not wish to copyright his or her thesis, they may, nonetheless, protect their work by adding an author's statement (see example below).

Author's Statement
This thesis may not be re-printed without the expressed written permission of the author.

* Please refer to "Copyrighting the Thesis" on page 11 to determine property ownership.

DEDICATION

This thesis is dedicated to my husband John Stevenson and by parents John and Anne Williamson for their support and encouragement throughout my graduate study.

ACKNOWLEDGMENTS

I owe a debt of gratitude to many people who have helped me along the way to completion of this project. Foremost, I would like to thank Dr. A. Washington for inviting me to be part of this university research project, and for locating the funding necessary to complete this project.

I would also like to thank my committee members for their substantial contributions to my thesis. I especially thank Dr. L.C. Leberman for his exceptional assistance with the statistical design of this project.

Traditional Example

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Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy State University, Troy, Alabama, May 2002.

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CHAPTER 2: METHODS

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Source: Holly H. Bennett, "DEVELOPMENT AND VALIDATION OF AN INVERTEBRATE COMMUNITY INDEX (ICI) FOR WADEABLE STREAMS OF THE CHOCTAWHATCHEE-PEA WATERSHED." Master of Science in Environmental Analysis and Management, Troy State University, Troy, Alabama, May 2002.

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Name of Author: Jane S. Doe

Address: 1234 Stevens Street
Smithville, Alabama 23456

Telephone Number: (334) 123-4567

EDUCATION

Master of Science in Education – Troy State University, Troy, Alabama, 2002.
Major: Curriculum and Instruction (Mathematics)

Bachelor of Science in Education – The University of Texas, Austin, Texas, 1999.
Major: Mathematics & History

EMPLOYMENT OR TEACHING EXPERIENCE

Internship, 1998, Pike County Schools. Interned in seventh grade classroom for 15 weeks. Taught eight three hour lessons, set-up grade books and prepared lesson plans for supervising teacher.

Student teaching, 1999, Troy City High School. Student taught for 15 weeks in a Tenth grade classroom. Provide additional information regarding your student teaching experience.

Secondary Education Teaching, 1999 – 2002. Have taught Seventh, Eighth, and Ninth grade mathematics, Algebra I, and United States History.

PUBLICATIONS

"The Application of Patterns in the Teaching of Basic Mathematical Concepts." 1999. Published Thesis.