



HAMPTON
UNIVERSITY
GRADUATE COLLEGE

Guide For Preparation of
Theses and Dissertations



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INTRODUCTION

Hampton University requires a thesis from all master's degree candidates pursuing the Plan A option and a dissertation from all candidates for the Doctor of Philosophy (Ph.D.) degree. The manuscript should be presented in a scholarly, well-integrated, properly cited manner; reporting the original work completed by the student under the supervision of the advisory committee. The thesis/dissertation must reflect a comprehensive understanding of the subject and should clearly articulate all facets of the research process. The requirements for format and quality are the same for theses and dissertations, despite their individual differences. The student is responsible for the accuracy of the manuscript, including correct presentation of the content, reference, and illustrative materials. It must be neat in appearance, consistent in format, adherent in the rules in spelling, grammar, and punctuation, and should be developed using the writing style guide officially designated by the graduate program [if APA, the latest edition must be used] . The thesis/dissertation should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topics, academic disciplines, and the degree sought. The Advisory Committee has the responsibility of making sure that the document meets applicable research standards and is in its final and publishable form prior to routing to the Academic Dean. The Academic Dean will have to approve the document before it will be accepted by the Graduate College. The manuscript must be submitted within the identified timeline. The Graduate College will provide a compliance review and the Graduate College Dean must approve the thesis/dissertation before a candidate can be cleared for graduation. If five (5) or more errors are found, the manuscript will be returned to the student to correct. The student is entitled to submit one more time during that cycle if time permits. If the manuscript is not approved, the candidate may have to submit during the next academic semester.

This manual describes the acceptable form for the preparation and submission of master theses and doctoral dissertations at Hampton University. It has been approved by the Graduate Council and any proposed deviation from the guidelines in this manual must be referred to the Graduate College for approval before the thesis/dissertation is completed. *Do not use another thesis or dissertation as a model for your work since a particular style or example in a previous work may not be approved by the Dean.* The rules in this manual take precedence over previous publications issued by the Graduate College. Information specific to master candidates will be color-coded yellow and information specific to doctoral candidates will be coded green.

In order to submit a thesis/dissertation, the graduate student must:

- Have completed all requirements for the Master's degree within a period of four (4) years from the start of the semester in which one was enrolled in the degree program; or have completed all requirements for the Ph.D. within seven (7) years after initial enrollment in the Graduate College. Extension of time beyond these limits must have the approval of the advisor and the Graduate Council.
- Be registered for a thesis/dissertation continuation course or other course during the semester which the manuscript is submitted;
- Have a current application for graduation on file and be approved as a candidate for degree completion.
- Have an approved Request for the Appointment of the Advisory Committee on file.

COMMITTEE SELECTION

The committee selection process includes consultation between the student, the advisory committee chair, and the designated program coordinator. A master thesis committee must be comprised of a minimum of three members and a doctoral dissertation committee must have a minimum of four representatives. Committees may include one member from outside of the Program and/or one official external member upon approval by the academic dean and the Dean of the Graduate College. The majority of the membership must be comprised of Hampton University faculty. All members must hold a terminal degree (which required the completion of a dissertation) unless approval is given by the Graduate Dean. The Committee Chair must be a Hampton University faculty member from within the discipline.

The student is responsible for completing the *Request for the Appointment of the Advisory Committee* form and obtaining the appropriate signatures. This form along with members' curriculum vitas must be submitted to the Graduate College before the selected committee can be approved. Once approval is granted, the student, advisory committee chairperson, and program coordinator are notified. If membership changes are necessary, a new form must be submitted to the Graduate College for approval.

PREPARATION AND EVALUATION

The graduate student is responsible for presenting a well-written manuscript for publication. The student must work in concert with the advisory committee chair and committee to ensure that the document meets all requirements. The general organization, specific subdivision of the text and the method of documentation must be determined by the student in consultation with the chair of the advisory committee. Communication and interaction among all of these participants is the key to producing a thesis or dissertation of the highest quality. The committee

along with the College/School Dean must sign the *Thesis/Dissertation Transmittal Form* acknowledging that the document is in a final and publishable state prior to submitting to the Graduate College.

The Graduate Student's Responsibility

The student has the responsibility to present to his/her advisory committee chair for final approval a well-written manuscript that meets the thesis/dissertation standards of the Graduate College. The student has the responsibility to edit the manuscript and is encouraged to utilize editorial resources such as a professional editor (an approved listing of editors is available in the Graduate College). The final manuscript submitted to the Graduate College for review must be neat in appearance, consistent in format, and adherent to rules of correct spelling, grammar and punctuation. *Drafts will not be accepted.* The graduate student is responsible for all aspects of the preparation of the manuscript based on the thesis/dissertation research, including the following:

- Subject matter, content, organization and format;
- Editorial, linguistic, and bibliographical quality;
- Quality of text, illustrations, data, evidence and logical reasoning presented; and
- Preparation of copies of the manuscript consistent with this manual.

In addition, the student has the responsibility to ensure that any source used in the work is accurately cited and referenced in accordance with the guidelines of the style used. Paraphrasing or summarizing the ideas of an author is preferred over lengthy quotations of another source of information. If a short quote is used, it must be enclosed in quotation marks with the respective page number(s) cited. A long quote must be indented and offset from the main text. Page numbers must also be cited. On no account should an unacknowledged verbatim recording of another person's work be presented. Any student who uses someone else's work in this manner is guilty of plagiarism and subject to the university's disciplinary procedures and academic dismissal.

The Advisory Committee's Responsibility

The advisory committee is responsible for the following aspects of the thesis or dissertation:

- Approval of the subject matter and methodology of the research;
- Approval of the organization, content, and format of the thesis/dissertation;
- Review and comment on drafts of various chapters/sections of the thesis/dissertation, including the quality of data and evidence, logical reasoning, and the editorial, linguistic, and bibliographic quality;
- Evaluation of the thesis/dissertation relative to the contents of this manual;
- Examination of the thesis/dissertation as a basis for certification that the student has fulfilled the requirements of the degree for which the student is a candidate (conducted at oral defense presentation), and

- Ensuring that the manuscript is suitable for publication in a venue appropriate to the discipline and that it is in a publishable form when presented to the Graduate College.

Note: The Academic Dean has the responsibility of ensuring that the document is in a complete and publishable form and acknowledging such by signing the Thesis/Dissertation Transmittal form.

The Graduate College's Responsibility

The Graduate College is responsible for:

- Reviewing student audits submitted by program coordinators;
- Reviewing application to defend request;
- Performing a preliminary review of the manuscript prior to approving the Application to Defend;
- Conducting a compliance review of the final manuscript after the student has successfully completed an oral defense;
- Providing final approval of the overall quality of the thesis/dissertation;
- Recommending clearance for graduation to the Registrar's Office;
- Assigning fees according to the requested number of copies (at least two (2) copies; three (3) for Nursing students);
- Having the manuscripts bound and distributed to library and student (if applicable); and,
- Facilitating the abstract submission and thesis/dissertation publishing process through ProQuest/UMI.

Research Involving Human Subjects

Any research involving human subjects and/or animals must be reviewed and approved by Hampton University's Institutional Review Board. This approval process along with the approval number must be included in the thesis/ dissertation. Students participating in funded research activities must complete the test-based training course, "Responsible Conduct of Research."

Writing Style Guide

Graduate programs will maintain an approved list of journal styles/style manuals for their program. Theses/Dissertation Committees will determine the style during the development of the student's research proposal and will provide this information to the Graduate College for the student's file.

GENERAL FORMAT REQUIREMENTS

The general format requirements and the exceptions to these rules are outlined in Table 1.

Table 1. Requirements for the General Format of the Manuscript

Items	Requirements	Exceptions
Margins	Left Margin, 1" (to allow space for binding), Top, right, and bottom, 1"	
Text Spacing	Double space entire manuscript; no extra space between paragraphs and titles. Use only one space after a period at the end of a sentence (APA 7 th edition).	Single space block quotes, footnotes, headings, tables, table/figure captions, and reference entries. Figures and tables must be offset with 2 double spaces.
Font	Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11.	You may use a larger font (up to 2 sizes larger than the text) for main chapter headings. If unavoidable, a different font and/or size may be used within a table or figure, and in the appendix materials.
Color	The use of color is restricted to figures. All text must be in black ink.	When necessary, colored ink may be used in figures if it is printed with a laser printer.

Page Numbers

Page numbers must be the same font and size as the text; do not use punctuation

Preliminary pages- The first numbered page is the abstract page with the lower case Roman numeral iii (unless there is a copyright page, then it is Roman numeral iv). Page numbers are centered at the bottom of the page, about .5" from the bottom edge of the page.

Do not number the title, approval and copyright pages; however include them in the count of pages.

Text pages- All text pages display a page number; pages are numbered consecutively starting with Arabic numeral 1 on the Introduction page (Chapter 1) and ending with the Vita. Page numbers are located in the top right corner of the page about .5" from the top edge and even with the right margin.

Do not display a page number on a full-page figure that is on photographic paper but include these pages in the count.

Headings Main chapter headings must be in block capitals. You may use bold- faced text and a slightly larger font (up to two points larger) as long as this format is consistent throughout the manuscript. When you number chapter headings use Roman numerals. If you choose to number section headings, use Arabic numerals. Leave two double spaces between the main headings and the text as well as between main sections. Do not use punctuation in headings.

Lower level headings Use a different format (placement, bold, underline, italics) for each heading level. For a given heading level, you use a consistent format (including capitalization and spacing). Do not use punctuation in

Lower level headings	lower level headings. If a lower level heading falls so close to the bottom of a page that fewer than two lines of text will fit beneath it, insert a page break so that the heading begins on the next page.	
Paragraphs	<p>The first line of each paragraph should be indented. No additional space needed.</p> <p>Paragraphs continuing at the top of a page must have at least 2 full lines of text.</p>	<p>Direct quotes or passages are indented on each line, rather than just the first line as in regular text paragraphs.</p> <p>When the continuation is a list of bullets, there must be at least 2 bullets.</p>
Partially Blank Pages	Every page that contains text must be completely filled. When inserting a figure or table that will not fit on the same page as text, do not leave a gap in the text.	When a heading plus two lines of text will not fit at the bottom of the page, or when a page is the last page of the chapter.
Captions	<p>Number: The figure number (e.g., Figure 1) appears above the figure in bold.</p> <p>Title: The figure title appears one double-spaced line below the figure number in <i>Italic Title Case</i>.</p>	If the caption comes after a figure title, line up subsequent lines with the first letter of the title, not the figure number designation.

PARTS OF A THESIS/DISSERTATION

A thesis or dissertation must include preliminaries, the abstract, text and reference materials. Some manuscripts also include appendices. The parts to be included in a thesis or dissertation should be determined by the student and his/her advisory committee. Table 2 illustrates all standard components and their order of placement within the body of a thesis or dissertation when using the Section format and Table 3 illustrates the Chapter format. Components included in both formats must be numbered with lower case Roman numerals (except title, approval, and copyright pages, which are not numbered) and centered at the bottom of the page.

Table 2. Parts of a Manuscript for Section Format

Section	Parts	Status
	Preliminaries	
	Title Page	Required
	Approval Page	Required
	Copyright Page	Optional
	Abstract	Required
	Dedication	Optional
	Acknowledgements	Optional
	Table of Contents	Required
	List of Tables	Required
	List of Figures	Required
	Text	

1.	Introduction	Required
Section	Parts	Status
2.	Main Body	Required
3.	Research Method	Required
4.	Results/Implications/ Conclusion	Required
	Cover Sheets for Appendices	Required (when applicable)
	Appendices	Required (when applicable)
	References or Works Cited	Required
	Vita	Required

Table 3. Parts of a Manuscript for Chapter Format

Chapter	Parts	Status
	Preliminaries	
	Title Page	Required
	Approval Page	Required
	Copyright Page	Optional
	Abstract	Required
	Dedication	Optional
	Acknowledgements	Optional
	Table of Contents	Required
	List of Tables	Required
	List of Figures	Required
I.	Introduction	Required
II.	Literature Review	Required
III.	Methodology	Required
IV.	Results	Required
V.	Conclusions/Discussion/Recommendations	Required
	References	Required
	Cover Sheets for Appendices	Required (when applicable)
	Appendices	Required (when applicable)
	Vita	Required

Title page

The title page consists of the title of the manuscript, the thesis/dissertation statement, the student's name, the submittal statement, degree, and graduation date (month and year). The student must include a title page formatted as shown on sample page 33. The font and point size (of headings and text) on this page must be consistent with the entire document. No boldface on this page unless the major headings in the main body are boldface. Every line is centered on the title page. This page does not show a page number.

Approval page

The approval page, formatted as shown on sample page 34 must be included following the title page. Notice there is not a heading on this page. The approval page consists of the thesis/dissertation statement, advisory committee signatures, and the signature of the Dean of the Graduate College. The required original signatures must be on the approval page of all five copies of the manuscript.

Copyright page

Copyright privileges reside with the student immediately upon creation of the manuscript. If any figures, tables, etc. were taken from other sources, the student must determine if a license or a letter of permission from the copyright holder is required. A copy of this letter must be affixed in the appendix section.

Registration of copyright, which is optional, establishes a public record of your thesis/dissertation and confers additional legal rights. If a student wishes to register the copyright, it can be done directly with the Library of Congress (www.copyright.gov); or if preferred the student can authorize ProQuest/UMI to act as his/her agent and apply to register the copyright as part of the

publishing process. This information will be provided to the students as a part of the thesis/dissertation submittal process. Students who intend to register for copyright should insert a copyright page immediately following the approval page. The copyright notice must be centered at the bottom of the page as shown on sample page 35.

Abstract

An abstract is a brief, comprehensive summary of the contents of the thesis or dissertation. The abstract should include a statement of the problem or issue, a brief description of the research method and design, major findings and their significance, and conclusions. It allows readers to survey the contents of the thesis/dissertation quickly and, like a title, is used by information services to index and retrieve documents. The abstract consists of preliminary lines (general information about the author of the manuscript) and text, which must be formatted as demonstrated on sample page 36. The preliminary lines and the abstract text are offset by two (2) double spaces. The title of the manuscript must be worded in the abstract in the same manner as it is on the title page; however the title on the abstract page appears in upper and lower case letters. The abstract is limited to 250 words. If reference materials are cited in the abstract, the complete citation must be shown in the abstract text. The abstract is published online by ProQuest/UMI in “Dissertation Abstracts International,” allowing readers to know the general content of the dissertation.

Dedication page

If you choose to include a dedication page, it appears immediately after the abstract and follows in the Roman numeral page numbering. The heading DEDICATION is optional on this

page; however, standard formatting should apply (indent paragraphs, double space, etc.) If a simple dedication such as In memory of... or To my beloved husband..., forgo standard formatting and center the phrase (vertically and horizontally) on the page. This section is limited to one page.

Acknowledgements

If you wish to include an acknowledgement, insert this after the dedication (or abstract if there is not a dedication page) and before the Table of Contents. Standard formatting applies to this page (All-caps heading, indent paragraph, double space, etc.). This section is limited to two pages in length.

Table of Contents

The Table of Contents informs the reader quickly and clearly of the organization of the manuscript. Information listed in the table of contents must match verbatim the capitalization and wording of the titles for the parts, chapters/sections, and subheadings used in the thesis/dissertation. Single-space a title entry if it takes up more than one line and double space between each entry. Preliminary pages are not required to be included in the Table of Contents; however, if included begin with the abstract and include all preliminary pages thereafter.

Label the page number column “Page” on each page on the table of contents. Page numbers for each title are located just inside the right margin of the paper with leaders (a line of dots) filling out the space between the heading and the page number. Each chapter/section number must be listed under the column labeled “Chapter” or “Section” appropriately. If the chapter method is used as shown on page 37 in the sample pages, chapters must be numbered in Roman numerals and the sub-headings are un-numbered.

If the section method is used numbering sections is optional; however, when numbered use Arabic numerals (refer to page 1 and the sample page 39). Sub-headings in the section method may be numbered if the main sections are numbered.

Preliminary pages (if chosen to list in the Table of Contents), references, appendices and the vita do not have chapter/section number designations. When a table of contents must be continued to the next page, label the chapter/section and page number columns at the top of the subsequent page as shown in the Appendix on page 38 for chapter method and page 40 for section method.

List of Figures/ List of Tables

Include a List of Figures/List of Tables in the manuscript only if there are two (2) or more figures/tables in the text. All must be clear and legible. A table generally refers to numerical data or textual information presented in a column format. All graphs, charts, line drawings, maps, photographs, or other graphical representations are considered figures. A figure/table must be located within one page after the first mention in the text. Pages with only figures or tables do not count in the number of pages between a first mention and its corresponding figure or table. A figure/table must be placed on the same page as the text, or if it is larger than four (4) inches long, it may appear on a separate page with no text. If a table/figure will not fit on the page of first mention, move it to the top of the next page and fill in the text page with text that would normally come after the figure/table. On a page with both text and one or more table/figure(s), always group at least four lines of text together anywhere on the page where text appears. Leave two double spaces between the text and the figure/table.

Number figures and tables in separate, but continuous series throughout the text (*i.e.* 1, 2, 3, etc.). The same font and size as the text for all figure and table captions must be used. The figure description should be italicized in the text and placed under the word “Figure” and the figure number (ex., *Figure 1.*)

If a caption is longer than one line it should be single spaced and subsequent lines must be indented so that they line-up with the second letter of the caption (indent one space). However if the caption is longer than one line and is preceded by a figure title, single space subsequent lines and indent them so that they line-up with the first letter of the figure title (not the figure number designation). In the occurrence that a figure or table has more than one part, as shown on page 46, there should be one main title, and any numbering of the parts should be contained within the caption, not as part of the figure/table title. Captions must face in the same direction as the corresponding figure/table; however the page number always remains in the top right corner.

In cases where it is impossible to fit an entire figure or table with its caption on a standard-sized page, use a continuing page, facing page, or oversized page. Use a continuing page for a figure/table that is too long to fit on one page. Show the figure/table number on every page of a figure/table that extends to more than one page; on subsequent pages use the word “Continued” in place of or after the table title. On a continued page, use a bottom table line only at the very end of a table.

Use a facing page for a table that is too wide to fit on a landscape orientated page, or when a caption cannot be placed on the same page as a figure. Put only the page number on the front of the facing page- the material will appear on the back of the page. Widen the right margin on the back side of the page to at least 1.25” (the left margin may be reduced to 1”).

If using the facing page for the left half of a wide table, put the entire caption and footnotes, if any, only on the left side of the table. Table lines should flow evenly from the left to the right page.

Use an oversized page (11" x 17") for a table/figure that will not fit within the margins of a standard sized page. Make the first fold approximately 7.5" from the left edge (close to the right margin, not the right edge). Make the second fold either at the left margin or so that the right edge of the paper lines up with the first fold.

Special requirements for figures: Left align figure titles and captions above the figure. Avoid the use of color in figures to preserve the quality of the manuscript over time. Whenever possible, develop photographs on full-page (8.5"x11") photographic paper keeping the image within the document stated margins. Although full-page photos will not show a page number, be sure to include it in the page number count. If it is not possible to use full-page photographic pages, alternatively scan the photo into a computer so that the final reproduction of the photo can be produced on a black and white photocopier.

Special requirements for tables: Left align table title above the table. The word "Table" and the table number are positioned above the table title. The table title is italicized without a period at the end. See example below:

Table 15

ANOVA of Blocks of Grade Point Average Predictor Variables in the Model

Table captions or descriptions should be left aligned under the table. Use margin to margin horizontal lines at the top and bottom of the table and beneath column headings.

Only use additional horizontal and vertical lines as necessary to divide different sections of a table. Line up numerical data by decimal place and center headings above columns of numbers. Center numerical data within columns. Use asterisks (*) in a table to denote significance levels.

Equations

Indent all numbered equations (and complicated unnumbered equations) and display on separate lines set off from text (double space above and below). Number equations consecutively throughout the text, in which case use Arabic numbers in parentheses flush right with the right margin (i.e., (1), (2)...). Numbering equations by section is also permitted, with the section number made part of the equation (i.e. (1.1), (1.2)...(2.1), (2.2)...).

Text

The text is the main body of the manuscript. Table 2 and 3 outlines requirements on the general format of the text. The following are more guidelines and requirements for chapter/section pages, tables, and figures within the main text.

Chapter or Section Pages

A new chapter or section is designated with a chapter or section page, respectively. Please model after the sample provided on page 47. If a chapter/section title is longer than one line, double space heading.

Reference Materials

You must document any material taken from another source. This documentation consists of citations in the text where the material appears, and a reference list. The exact form of text citation and reference list that you use depends on your academic discipline.

It is important that before you begin writing, you choose a reference style that is appropriate for your field. Consult with your committee, style guides, and commonly-used journals or books in your field for examples of acceptable styles. Choose one style and use it consistently for all text citations, footnotes, and references. All references must be cited in the text; and most text citations must be referenced at the end of the manuscript. Please note that it is good practice to only reference primary sources. Referencing secondary sources, such as a course textbook, should be avoided when possible.

Text Citations

Depending on the style that you use, your text citations will be in one of several forms: the author-date system, superscript, bracketed, or parenthetical numbers that refer to references at the end of the manuscript. The two most commonly used styles of text citation used by previous Hampton University students is the author-date system and the bracketed numbers that refer to references at the end of the manuscript. You must include the source's page number for a citation to a direct quote.

Reference Listing

Most style manuals and journals describe how literature is to be referenced. Examples of reference styles are given in many of the writing and style guides listed in as shown on the sample pages. Format the references heading like the other main headings in the document. If chapter or section numbering is used, do not number the references heading.

When using the author-date system, students should list the references in alphabetical order. When using a numbered system (superscript, bracketed, or parenthetical), student should list the references in order of appearance in the text.

If the text of an entry requires more than one line of text, the entry should be single spaced; however, double space between entries. Indent second and subsequent lines (hanging indentation) of each reference entry .25" from the left as illustrated on page 44 Pay special attention to punctuation, spacing, capitalization, and arrangement of the information included in each listed reference. References to websites must include a date for which it was viewed.

Appendix Materials

Use one or more appendices for material that does not pertain directly to, but may be relevant to the main text. Examples of appendix material include survey instruments, additional data, computer printouts, details of a procedure or analysis, or a relevant paper. The material within the appendices may be in a different font or you may use different spacing from the main text.

Each appendix must have its own cover sheet. Format the heading on the cover sheet like other main (chapter/section) headings in the text. If only one appendix is included, use the heading "APPENDIX" with no letter designation on the cover sheet. If you have more than one appendix, assign each its own main heading consisting of the word "APPENDIX", an appendix letter, and the appendix title. The appendix title should be one double space below the heading.

Try to comply with the margin limitations required for the manuscript in the appendices (use photo reduction if necessary). When unavoidable, you may use smaller margins for appendix materials as long as you leave at least .75" on the left, enough room at the top for the page number, and at least .25" at the right and bottom.

Vita

A required vita must be included in the thesis or dissertation. The main heading “VITA” is optional. It should contain no more than the following information: official name, degrees awarded (degree, year, institution), honors and awards, professional experience, and professional publications. The vita may be displayed in resume or paragraph style and is limited to one page. Refer to page 46 for an example of a resume style vita.

Patents

Any inventions that are discovered as a part of the student’s research for his/her degree and disclosed as a part of the thesis/dissertation, and any patent or other intellectual property rights arising therefrom, are governed by the policies of Hampton University.

DEFENSE AND SUBMISSION OF THE THESIS/DISSERTATION

In order for students to be eligible to receive an oral examination of the thesis/dissertation, they must be enrolled and have an approved application for graduation on file for that term. They should complete the *Request to Conduct the Oral Thesis/Dissertation Defense* form and submit it to the Graduate College for approval at least two weeks prior to the requested defense date. Along with this form, students must provide an electronic and one hard copy of their manuscript for an initial review. It is understood that changes may be necessary after the defense. If the request is approved, the Graduate College will return the form and the College/School may post defense announcements throughout the University.

Students must present a successful oral presentation and defense prior to submitting their manuscript to the Graduate College. If revisions are required, students have 30 days to present a revised copy to the committee chair for approval or the defense will be nullified and a new defense will be required.

The members of the advisory committee must review and approve the final copy of the thesis/dissertation. Their approval must be demonstrated by signing the Thesis/ Dissertation Transmittal Form. Prior to submitting to the Graduate College, the Dean of the respective school must also acknowledge approval by signing the transmittal form.

A completed thesis/dissertation must be neat in appearance, consistent in format, and in adherence to rule of correct spelling, grammar and punctuation. If students pass their oral defense with a regular pass, then within 7 calendar days from a successful oral defense, students must forward an electronic copy and one hardcopy of their final manuscript to the Graduate College. If students pass their oral defense with a conditional pass, then within 30 calendar days from a successful oral defense, students must forward an electronic copy and one hardcopy of their final manuscript to the Graduate College. The Graduate College will perform a compliance review to ensure that the manuscript adheres to the standards of Hampton University as outlined in this manual. If the manuscript is found to have more than five (5) errors, it will be returned to the student for corrections and must be re-submitted. For this reason, the deadline for submittal should not be construed as the only date that theses/dissertations may be submitted. Students are encouraged to submit their thesis/dissertation at the earliest possible time when applicable requirements have been met. **If corrections are required, students should note that the thesis/dissertation will only be accepted once for re-submission.** The revisions must be made within the time frame allotted by the Graduate College Counselor. The Graduate College reserves

the right to reject a manuscript that is submitted after the deadline; this is likely to delay the student's graduation date and require an update of the thesis/dissertation.

Once approval/clearance has been granted, the student must submit two (2) copies (with the exception of Nursing, Chemistry, and Educational Management which requires 3 copies) of the thesis/dissertation to the Graduate College and pay the applicable fees (i.e. copyright, and/or publishing) online to ProQuest/UMI within the specified time. All copies of the thesis/dissertation must be single-sided. Additionally, copies must be submitted on good quality, white bond paper of at least 20 lb, 25% cotton, and 8.5" x 11" in size. The paper selected must be used throughout each copy of the manuscript. Acid free paper is preferred to preserve the quality of the manuscript. In the case of extenuating circumstances, an extension to this deadline must be approved by the Dean of the Graduate College prior to the due date. Each copy of the thesis/dissertation must be in a separate manila clasped envelope clearly identified with the following information:

- Student's name and HU Student Identification Number
- Date of scheduled graduation (month and year)
- Department and degree sought
- Local telephone number
- Primary email address (expected to be valid for at least one year)
- Address (expected to be valid for at least one (1) year- This is where the student's bound copy(ies) will be sent).

Request for Delay of Publication

Publishing the thesis/dissertation is a University requirement, satisfied by the shelving in the University Library and submission to ProQuest/UMI. In cases where a paper is in press or a patent application is pending, the student may request a delay of one year in the dissemination of

the dissertation by ProQuest/UMI and the public release of the manuscript through its availability in the University Library. The *Delay of Publication Request Form* can be obtained from the Graduate College.

<p style="text-align: center;">THESIS/DISSERTATION SUBMISSION SCHEDULE</p>			
Action	Deadline/ Semester		
Student submits a <i>Request for the Appointment of the Advisory Committee</i> form to the Graduate College. A curriculum vitae will be required for members who do not have one on file with the Graduate College. This form must be approved by the Graduate College Dean. Once approved, the committee chair, program coordinator, and student will be notified.	As soon as committee is formed but no less than a year prior to the projected graduation date.		
Once the student is ready to defend, s/he submits a <i>Request to Conduct the Oral Thesis/Dissertation Defense</i> form to the Graduate College and emails a copy of the manuscript to the Graduate College Counselor. The form provides the date, place, and time of the defense and has been approved by the student and the committee chair. It should be submitted at least two weeks prior to the proposed date. If approved by the Graduate College Dean, the student may proceed with the defense. The deadline dates for defending are listed in the next column.	Second Friday in November	Third Friday in March	Second Friday in July
After successful completion of the oral defense, the student must submit one copy to the Graduate College Counselor.	5pm at the Graduate College; 7 days after the successful completion of an oral defense.		
If approved, the student will be required to upload the manuscript to ProQuest/UMI and pay applicable fees.	Date provided by Graduate Counselor.		
If resubmission is required, student will be notified and expected to provide a revise document.	Date provided by Graduate Counselor.		

DISTRIBUTION OF THESIS/DISSERTATION

Once the student's manuscript has been approved by the Graduate College, the student will follow the ProQuest upload instructions from the Graduate Counselor as shown below.

1. Please upload your manuscript through ProQuest by using the link in step 2. Please leave the approval/signature page unsigned (no signatures) in your manuscript in order to help safeguard against faculty signature identity theft and ease the binding process.
2. Please use the following url to upload your manuscript to our Hampton ProQuest site. <http://www.etdadmin.com/cgi-bin/main/home?siteId=511>. You will be prompted to pay for the two copies that will be mailed automatically to the Graduate College.
3. Order an additional copy for your department (if required) and/or yourself (optional).

Once we receive the two required copies, we will then forward them to the HU Library for their periodical collection. **If you are in the Department of Biology (including Biology/Env. Sci), Department of Chemistry, Department of Counseling, Department of Education, or the School of Nursing then you are required to order a copy for your respective department and have ProQuest send that copy to the address provided by your thesis or dissertation faculty advisor.**

If you do not complete the above **then you will not be cleared for graduation.** The HU Cataloging Librarian needs **five key words** in regards to your manuscript topic for cataloging purposes. **Please email those five key words to the Graduate Counselor.**

Thesis/Dissertation Fee

Students must submit their online payment to ProQuest/UMI for publishing services. If they elect to copyright their manuscript, they can also pay this fee to ProQuest/UMI.

ADDITIONAL REQUIREMENTS

Graduate School Exit Survey

All graduate students are required to complete this online survey the semester that they plan to graduate. Only those who have applied for graduation will have access to the online survey. The survey will ask questions about the student's educational experience in his/her graduate program. This information is extremely beneficial in guiding future decision making in the Graduate College. The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. It takes approximately 5-10 minutes to complete the online survey. Instructions will be provided to candidates once their Graduation Application form has been approved. Masters and Doctoral candidates are to submit their confirmation of completion page with their final manuscript.

SAMPLE PAGES

The following are examples of the various aforementioned components of the manuscript and provide a clear illustration of how each should be constructed. Reviewing these sample pages can further assist in developing a complete and publishable manuscript.

THE THESIS AND DISSERTATION MANUAL: GUIDELINES CONCERNING THE
PREPERATION AND COMPLETION OF THESES AND DISSERTATIONS AT HAMPTON
UNIVERSITY

Title: Type this in block capitals.

Thesis/Dissertation Statement: Type
your complete name as it appears on
your record-no initials. Note: Majors
are not to be listed; only degree title.

A Thesis

by

ONE BRIGHT STUDENT

Submittal Statement: Only single spaced lines
on this page; Double space between
submittal statement and degree; Type degree
in block capitals.

Submitted to the Graduate College of Hampton University in
partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

Graduation Date: Type the month
(May, August or December) and year
of graduation.

MAY XXXX

Approval statement: Type this verbatim, except for student name and degree. Note: majors are not to be listed; only the degree title.

This thesis submitted by One Bright Student in partial fulfillment of the requirements for the degree of Master of Science at Hampton University, Hampton, Virginia is hereby approved by the committee under whom the work has been completed.

Professor One, Ph.D.

Committee Chair

Professor Two, Ph.D.

Committee Co-Chair

Professor Three, Ph.D.

Professor Four, Ph.D.

Jerald Dumas, Ph.D.
Interim Dean, The Graduate College

Date

If the student has registered for copyright, a copyright page must be inserted after the signature page.

Copyright: Bottom center of page.
Student name in block capitals. Four-digit year of copyright below the name.

Copyright by
ONE BRIGHT STUDENT
XXXX

Manuscript title: The title must match the title page, but rather than black capital, capitalize the first letter of each main word.

ABSTRACT

The Thesis Manual: Guidelines Concerning the Preparation of Theses and Dissertations at

Graduation month and year: In parentheses on the same line as the title. Type the graduation month (May, August or December and rear).

Hampton University (May XXXX)

One Bright Student, B.S., Hampton University;

M.S., Hampton University

Chair of Advisory Committee: Dr. Professor One

Degrees: Write your name and list your degrees, as shown, using the degree abbreviation and the name of the institution. Each degree must be on a separate line. Include the degree for which you are en route.

Committee Chair: Unlike the signature page, or precede the name with a prefix(Dr. Mr., Mrs. Or Ms.)

The text of the abstract starts two double spaces below the preliminary lines of the abstract page. The text of the abstract is typed in the same font and size as the manuscript text, and is double spaced. The abstract must not exceed the 250-word limitation. Any term or numeral with a space on either side of it will be counted as a word. The abstract is the first numbered page, using lower-case Roman numerals (iii, or iv if there is a copyright page), centered at the bottom of the page.

Text: There must be 2 double spaces between the preliminary lines and the text.

Page number: The abstract is the first numbered page in the manuscript. Roman numeral iii if there is not a copyright page or iv if there is a copyright page.

Chapter-format: Chapter and Page Columns;
Create a column to identify the chapter, and
another column for page number on which
the chapter begins. Preliminary pages the
reference, appendix, and vita do not have
page numbers.

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Section - Format: Section and Page Columns: Create a column to identify the section and another column for the page number on which the section begins. Preliminary pages, the reference, appendix and vita do not have section numbers.

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Table/Figure and Page Columns: If a column is used to identify the table/figure number, do so as shown here. Otherwise, use the list of tables format as seen on page 3. Use a page column to identify the page number on which the table/figure is shown. Do not list continued tables as separate tables.

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Table/Figure and Page Columns: If a column is used to identify the table/figure number, do so as shown here. Otherwise, use the list of tables format as seen on page 3. Use a page column to identify the page number on which the table/figure is shown. Do not list continued tables as separate tables.

Tables: Center tables on the page. However, the table title must be left aligned above the table. The table title must match the title listed in the List of Tables.

Table 2

Parts of a Manuscript

Section	Parts	Status
1.	Preliminaries	
	Title Page	Required
	Approval Page	Required
	Copyright Page	Optional
	Abstract	Required
	Dedication	Optional
	Acknowledgements	Optional
	Table of Contents	Required
	List of Tables	Required
	List of Figures	Required
2.	Text	
	Introduction	Required
	Main Body	Required
	Summary or Conclusion	Required
3.	Reference Materials	
	References or Works Cited	Required
	Cover Sheets for Appendices	Required
	Appendices	Required
	Vita	Required

Table borders: Use margin to margin horizontal lines at the top and bottom of the table and beneath headings.

REFERENCES

(if using author's last name please place in alphabetical order)

Reference a Scholarly Journal Article

Smith, A. (2012). The evolution of adult learner behavior: When did the discovery start? *The Journal of Applied Social Psychology*, 15(4), 503-509.

Reference an Article: Online Periodical

Smith, A. (2012). How to write a thesis. *Writing 101*, 11(22) . Retrieved from <http://www.writing101.com/articles/writing>

Reference an Online Scholarly Journal Article: Citing Assigned DOI

Smith, A. (2012). How to defend a dissertation: Knowing what to say. *Journal of Scholarly Writing*, 4(23), 123-155. doi: 12.3456/123456789

Reference an Abstract

Smith, A. (2012). How does the elderly patient cope with late-stage diabetes?: A study of rural Virginia [Abstract]. *Journal of Aging*, 4(3), 12-25.

Reference a Dissertation/Thesis from a Database

Smith, A. (2012). *Neurological issues in patients with stage-I cancer: A collaborative study with neurologists and psychologists*. Retrieved from ProQuest Digital Dissertations. (AAT 1234567)

Reference a Book with One Author

Smith, A. (2012). *Online education: Is it really working?*. Hampton, VA: Publisher.

Reference a Book with Two Authors

Smith, A., & Johnson, B. (2012). *Online education is working for me*. Hampton, VA: Press. Co.

Reference a Book with Six or More Authors

Smith, A., Johnson, B., Williams, C., Jackson, D., David, E., Hamilton, F., et al. (2012). *Online education is easy*. Hampton, VA: Publishing Co.

Reference a Web Document: Without a Date

Smith, A. (2012). *Scholarly defense of research*. (n.d.). Retrieved November 11, 2010, from
<http://www.writingright.org>

VITA

Resume style vita: The "VITA" heading at the top of the page is optional.

ONE BRIGHT STUDENT

onebright.student@hamptonu.edu

Education

Master of Science (Month and Year of graduation)

Major

Hampton University

Bachelor of Science (Month and Year of graduation)

Major

Institution of undergraduate study

Professional Experience

Job title (Dates employed)

Company or organization, Location

-
-
-
-

Job title (Dates employed)

Company or organization, Location

-
-
-
-

Honors and Awards

Publications and Presentations

CHAPTER I

INTRODUCTION

Chapter Designation: Double space between the chapter designation and the chapter title. Offset the main headings and the text with 2 double spaces

Hampton University requires a thesis from all master candidates pursuing the Plan A option and a dissertation from all candidates for the Doctor of Philosophy (Ph.D.) degree. The manuscript should be presented in a scholarly, well-integrated, properly cited manner; reporting the original work completed by the student under the supervision of the advisory committee. The thesis/dissertation must reflect a comprehensive understanding of the subject and should clearly articulate all facets of the research process. The requirements for format and quality are the same for theses and dissertations, despite their individual differences. The student is responsible for the accuracy of the manuscript, including correct presentation of the content, reference, and illustrative materials. It must be neat in appearance, consistent in format, free of error in spelling, grammar, and punctuation, and should be developed using the writing style guide officially designated by the graduate program (if APA, the latest edition must be used). The thesis/dissertation should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topics, academic disciplines, and the degree sought. The Advisory Committee has the responsibility of making sure that the document meets applicable research standards and is in its final and publishable form prior to routing to the Academic Dean. The Academic Dean will have to approve the document before it will be accepted by the Graduate College. The manuscript must be submitted within the identified timeline. The Graduate College

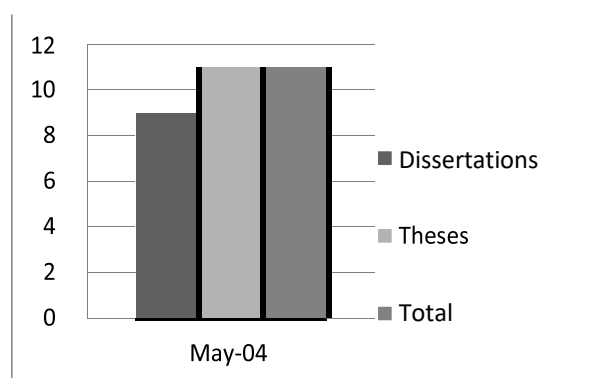
will provide a compliance review and the Graduate Dean must approve the thesis/dissertation before a candidate be cleared for graduation.

The distribution of approved theses and dissertations submitted to the Graduate College during the Spring 2004 term is illustrated in Figure 1. The Graduate College approved a total of eleven manuscripts, which is a slightly lower number of approved manuscripts than prior spring terms. Because all submitted manuscripts were approved, this reduction is a consequence of a decreased number of manuscripts received by the Graduate College prior to the April 9, 2004 deadline.

Offset text and figures/tables with 2 double spaces. Figures/tables should be within 1 page of its first mention.

Figure 1

The Number of Approved Manuscripts During the Spring of 2004



Hampton University
Graduate College

Basic Thesis/Dissertation Compliance Review Checklist

The “b” in “by” is lower case where it says “A Dissertation by ...”(Title page)	
Use only one space after a period at the end of a sentence (APA 7 th edition)	
The correct term and year are listed (Title page)	
The correct margin (left 1.5 inches, top 1 inch, right one inch, bottom 1 inch) (Title page and throughout)	
Correct degree title is listed (Title page)	
No page number shown (Signature page)	
Correct Dean title (signature page)	
Correct title listing for committee members (signature page)	
Check for copyright page and proper formatting as shown in the manual (optional).	
Check for abstract and proper formatting of title, degrees earned, no more than 350 words (abstract page) and proper grammar.	
Check for dedication page (optional) and proper grammar.	
Check for acknowledgements page (optional) and proper grammar.	
Check for Table of Contents (TOC); must be in the format shown in the manual.	
Check for List of Tables; must be in the format shown in the manual and tables must be on the same page number indicated in the TOC.	
In the text, table descriptions and tables must be in the same format as shown in the manual. If possible, try to have the table on one page instead of on two pages.	
Check for List of Figures; must be in the format shown in the manual and figures must be on the same page number indicated in the TOC.	
In the text, figures descriptions and figures must be in the same format as shown in the manual. If possible, try to have the table on one page instead of on two pages.	
Text; main level headings should be consistent in format (example, all caps, and bold)	
First level headings should be consistent in format (example, mixed case, and bold)	
Second level headings should be consistent in format (example, flushed left, mixed case, and bold)	
The font type of the page numbers needs to be the same font type as the text.	
Font size options include; Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11).	
Any extra spacing needs to be removed.	

There needs to be appropriate spacing (double space) in between tables/figures and the following text.	
References; need to be in the proper format	
Appendices; need to be in the proper format according to the manual.	
Check for Vita page and ensure that it is visually easy to read and all past jobs are in the past-tense. Also suggest that the student remove any personal contact information since it will be published on the Internet (ProQuest). Check to make sure degree information reflects the completion of the current degree being pursued.	
Additional criteria items to be checked are in the manual.	

Comments:

REVIEWERS:

Student's Signature

Date: _____

Committee Chair's Signature

Date: _____

Program Coordinator's Signature

Date: _____

Department Chair's Signature

Date: _____

Digital Format Specifications for ProQuest	
File format manuscript	PDF required. NO compression; NO password protection; NO digital Signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.
Multimedia files and formats	Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.
Supplemental Files (video, audio, image)	All file types accepted.
Margins	Left: 1"; Right: 1"; Top and Bottom: 1" Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least 3/4" from edge of page.
Fonts	Embedded fonts REQUIRED. PostScript Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
Line spacing	Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript; except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
Reproduction	PDF and Print reproductions will include all color material.