THESIS & DISSERTATION PREPARATION MANUAL

Office of Graduate Affairs

PO Box 6928

Radford, VA 24142

Phone 540-831-5724

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THESIS & DISSERTATION PREPARATION MANUAL CONTENTS

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Visit the Office of Graduate Affairs at our website https://www.radford.edu/graduate-affairs/index.html

INTRODUCTION

The graduate faculty at Radford University have adopted this guide to assist students in writing a thesis or dissertation for the Master's or Doctorate degree. Minor and editorial revisions to this manual are approved by the Assistant Provost of Graduate Affairs, while major revisions are approved by the Graduate Affairs Council.

A thesis or dissertation is an accurate report of research conducted by the student and as such should reflect credit upon the students, the major department, and Radford University. Therefore, it is important that the student present their work in a manner that is grammatically correct, attractive, and academically rewarding. It is the responsibility of the Thesis/Dissertation Committee to ensure the quality of the final product.

The purpose of this manual is to provide graduate students and faculty with a resource to answer the most frequently asked questions about graduate policies and procedures. This manual is designed to supplement the Graduate Catalog as a reference for planning graduate degree programs.

The thesis and dissertation requirements presented herein ensure that theses and dissertations can be submitted properly and will reflect favorably upon the institution and its students as scholars both in content and quality of presentation. Publication or formatting requirements in this manual supersede the requirements set forth in departmental manuals. Each student must assume full responsibility for the correct form of all copies of the submitted thesis or dissertation in addition to following the procedures described herein and meeting the stipulated deadlines. This manual supersedes any previous manuals and/or examples that may be found in McConnell Library.

REGISTRATION FOR THESIS OR DISSERTATION CREDIT HOURS AND

THE THESIS OR DISSERTATION PROPOSAL

Three forms are required to complete the thesis or dissertation process:

1) ***Request for Convening of Thesis or Dissertation Advisory Committee* (*Committee Convening Form*)**

2) ***Thesis or Dissertation Proposal Defense* (*Proposal Defense Form*)**

3) ***Report for Final Comprehensive Examination/Thesis or Dissertation Defense* (*Final Defense Form*)**

All forms are available on the Office of Graduate Affairs website at https://www.radford.edu/graduate-affairs/index.html

1) Request for Convening of Thesis or Dissertation Advisory Committee Form

When a thesis or dissertation topic has been established, the student should submit a *Convening Committee* form to the Office of Graduate Affairs in order to register for thesis or dissertation credit. Standards and criteria for approval of the request are established by the student's Thesis or Dissertation Advisor. Departments and/or Thesis or Dissertation Advisors may require a written proposal prior to signing the *Convening Committee* form. **Students should check with their individual departments for specific pre-requisites.**

A student cannot register for thesis or dissertation hours until the Convening Committee form has been reviewed and approved by 1) the thesis or dissertation advisor who is in the student's major or a closely related field and is Radford University full-time faculty, 2) a minimum of two additional committee members, one of whom must be Radford University full-time faculty, 3) the Department Chair or Graduate Program Director, and 4) the Office of Graduate Affairs. Forms are located in Appendix I of this manual as well as at the following link: https://www.radford.edu/graduate-affairs/forms.html

An optional fourth form, *A Request for Change in Thesis or Dissertation Advisory Committee*, is also available. The purpose is to change a committee member after it is has been convened.

2) Thesis or Dissertation Proposal Defense Form

It is recommended that the student establish the thesis or dissertation topic and begin work on the proposal as early as possible. The Proposal Defense form is an agreement with the student and signifies that if the work described within an approved proposal is accomplished to a quality acceptable to the Committee, the Committee will honor it as a satisfactory thesis or dissertation.

Thesis or Dissertation Proposal Document commonly consists of:

1. **Introduction**
   This section provides an overview of the research, framed so that a faculty member not specialized in the area can understand the scope and significance of the proposed work.
2. **Thesis or Dissertation Statement**
   A clear, concise statement outlining the purpose of the research. This could be the hypothesis to be tested, the question to be answered, the creative project to be explored, or the thesis to be defended.
3. **Methods**
   This section details the methodology for achieving the goals outlined in the thesis or dissertation statement, including procedures, controls, sample sizes, theoretical approaches, or creative techniques.
   a. **Conceptual Framework**: Provide a well-articulated explanation of the theory and literature that grounds the research.
   b. **Participants (if applicable)**: Describe the target population, how participants will be recruited, and if there are multiple groups, how participants will be assigned to these groups.
   c. **Instrumentation (if applicable)**: Outline the tests or measurement devices to be used, including evidence supporting their quality, such as validity, reliability, trustworthiness, or rigor.
   d. **Data Collection**: Explain the process and methods for gathering data.
   e. **Treatment Implementation (if applicable)**: If the study includes an experimental treatment, describe how it will be applied, its sequence, duration, and its rationale in relation to the study's objectives.
   f. **Data Analysis**: Provide details on the methods for analyzing the collected data, ensuring that they align with the research question or hypothesis.
   g. **Validity and Reliability**: Discuss considerations around the study's validity, reliability, trustworthiness, and rigor.
4. **Contribution to Your Field**
   Summarize the anticipated contributions of your thesis or dissertation to the field, emphasizing its potential impact and relevance to current research or practice.
5. **Thesis or Dissertation Outline**
   Provide a detailed outline of the proposed structure of your thesis or dissertation, clearly showing the organization of chapters or sections.

6. **Thesis or Dissertation Schedule**
   Present a timeline for the completion of the thesis or dissertation, including key milestones and deadlines. This should ensure realistic pacing and adherence to program or department deadlines.
7. **Resources Required**
   List any additional resources that may be required to complete your research, such as specialized equipment, software, or access to specific facilities. Consult with your Thesis or Dissertation Advisor to confirm any resource needs.
8. **Bibliography/Works Cited or References**
   Include a comprehensive bibliography of relevant literature in your research area. This demonstrates the depth of your background research and ensures the thesis or dissertation is grounded in existing scholarship.
9. **Use of Human Subjects, Animals, or Hazardous Materials**
   If your research involves human subjects, animals, or hazardous materials, approval from the Radford University Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) is required. You can contact the IRB at 831-5290 or via email at irb-iacuc@radford.edu for more information.

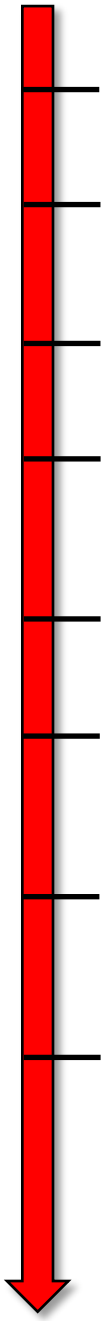
3) ***Report for Final Comprehensive Examination/Thesis or Dissertation Defense Form***

The *Final Defense form* is designed to support students in their journey toward degree completion while ensuring alignment with Graduate Affairs policies. To facilitate this process, the program coordinator (PC) or the student's committee chair (CC) must request the form from the *Assistant Director of Graduate Student Success* in the Office of Graduate Affairs. After the final defense, all committee members sign the form to acknowledge the student's performance, and it is then submitted to the Office of Graduate Affairs to record this important milestone and communicate it to the registrar's office.

How to Request the Form:

At the beginning of each semester, the ***Assistant Director for Graduate Student Success*** sends out a call to all Program Coordinators to identify the list of upcoming thesis/dissertation/comprehensive exam defenses via a spreadsheet. PCs complete and return the spreadsheet. **To ensure a smooth process, the** spreadsheet **should be** comple**ted at least 5 days before the scheduled defense.**

THESIS/DISSERTATION SUBMISSION PROCESS



- **Submit "Request to Convene Thesis/Dissertation Committee" Form**
- **Defend your proposal**
- **Submit "Thesis/Dissertation Proposal Defense" Form**
- **Program Coordinator or Committee Chair complete spreadsheet requesting "Final Defense" form at least 5 days prior to defense**
- **Defend your thesis/dissertation**
- **Discuss and make edits with input from your committee including proper use of citation styles. (e.g., APA, MLA, Chicago)**
- **Submit the completed thesis/dissertation to gradthesis@radford.edu as Word document along with signed title page (see Appendix II for example) as PDF document.**
- **Format reviewers make formatting changes (e.g., margins, spacing, title page, etc), sends copy to student, and uploads to the library repository.**

THESIS OR DISSERTATION PREPARATION

Your thesis or dissertation should make a contribution to your field. Other researchers working in the same or related disciplines should find your completed thesis or dissertation useful in solving problems on which they are working. The thesis or dissertation should demonstrate creativity and originality. It should require a thorough search of existing literature in your area of research and exhibit the use of skills and techniques acquired during your graduate education. Your department may recommend that you attempt to publish the results of your research.

The actual organization of a traditional thesis or dissertation is flexible. A Thesis or Dissertation Title Page (See Appendix II) must be submitted separately as a PDF document.

This may vary according to your department's standards, but a typical organization would be as follows:

1. **Title Page (See Appendix II)**
2. **Abstract**
3. **Dedication page (optional)**
4. **Acknowledgments (optional)**
5. **Table of Contents**
6. **List of Tables, Figures**
7. **Text Guidelines**

A. Empirical Thesis or Dissertation

Chapter 1 – Introduces the thesis or dissertation problem and states its importance.

Chapter 2 – A careful overview of related work, referencing similar research.

Chapter 3 – A progressive presentation of the research effort, typically including subsequent chapters or sections on:

- foundational material (terms, definitions, etc.)
- the actual innovations
- validation and analysis of results

Chapter 4 – Overviews of the results/contributions of the thesis or dissertation.

Chapter 5 – Conclusions, interpretations, implications and recommendations for further research.

B. Humanities Thesis or Dissertation

I. Literary

Chapter 1 – Review of appropriate scholarship with regard to the central issue of the thesis or dissertation; existing scholarship; description of theoretical approaches to be applied during thesis or dissertation.

Chapter 2- 4 – Detailed analysis of primary texts through the lens of the chosen theoretical approaches with reference to relevant secondary sources

Chapter 5 – Conclusions, interpretations, implications for future research.

II. Creative

Chapter 1 – Discussion of the primary influences on one's work, with particular examination of primary works whose techniques the thesis or dissertation writer wishes to emulate. Further discussion of the techniques the thesis or dissertation writer intends to use in the creative thesis or dissertation.

Chapter 2-4 – The text of the creative thesis or dissertation.

Chapter 5 – Reflective self-assessment of the work generated for the thesis or dissertation, with attention paid to the effectiveness of the techniques employed.

8. **Bibliography/ Works Cited**
9. **Appendices – Contains extended results, samples of surveys, etc.**

ELECTRONIC THESIS OR DISSERTATION FINAL REVIEW

As you begin drafting and revising your chapters, be sure to seek input from all of your committee members, not just your thesis or dissertation advisor. This can help you avoid significant revisions later. **It is the student's responsibility, with the guidance of their committee, to ensure the document adheres to the appropriate citation style (e.g., APA, MLA, Chicago).** Once your thesis or dissertation is complete, submit an electronic copy of the final draft as a Word document to gradthesis@radford.edu for the Format Review. The Office of Graduate Affairs Format Reviewers will assess the document for adherence to formatting requirements (e.g., margins, spacing, title page). Format Reviewers retain the right to make necessary format changes to final paper prior to uploading the document to the Library Repository. Be sure to check the dates and deadlines at https://www.radford.edu/graduate-affairs/current-students/research-thesis-dissertation.html .

To officially submit the final version of your thesis or dissertation, email the document in Word format to gradthesis@radford.edu .

McConnell Library Scholars' Repository

After the Office of Graduate Affairs has reviewed your paper and made any necessary format changes, they will upload the finished version to the McConnell Library Scholars' Repository. If the document contains sensitive information, there is an option to embargo the thesis or dissertation so that it may be included in the Scholar's repository but not publicly available.

Questions

Questions regarding the process or document style should be submitted to the Format Reviewer, Ashley Koontz (akoontz@radford.edu).

Technological questions should be referred to Systems Librarian, Elizabeth McCormick (emccormick@radford.edu).

THESIS OR DISSERTATION DEFENSE

Purpose

The purpose of the thesis or dissertation defense at Radford University are to provide an opportunity:

- for the committee and others to discuss and interact together and with the student on the research;
- for scholarly debate when appropriate;
- to share new research with the educational community;
- to assess the student's ability to express him/herself orally in an academic forum; and
- provide evidence through the written document of the student's research skills and writing ability.

During the defense proceedings, the degree candidate is given an opportunity to debate as a peer and, in this aspect, moves from the role of student to that of colleague in the examination of thesis or dissertation ideas.

Scheduling a Thesis or Dissertation Defense must be done in coordination with the student's thesis or dissertation committee.

Thesis or Dissertation Defense

The defense of the thesis or dissertation is open to the public at the discretion of the program. At the conclusion of the defense, the public will be excused. A common format would require the student to present a rationale for the project, describing the process, methods and outcomes, followed by discussion and/or questions about the project.

Examination Results

At this point, the student is asked to leave the room and the examining committee decides on a result. The possible results are:

- Pass with no revisions
- Minor revision of thesis or dissertation
- Fail – A student may be reexamined once. A minimum of one month must pass before a subsequent defense can take place, unless a different timeline is approved by the Assistant Provost of Graduate Affairs.
- Fail – After a second failure the student is dismissed from the graduate program.

Results of the thesis or dissertation defense are recorded on the *Report of Final Comprehensive Examination/Thesis or Dissertation Defense* form (See Appendix I) and submitted to the Office of Graduate Affairs **no later than 15 days after the final defense.**

THESIS OR DISSERTATION COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

The thesis or dissertation committee will be composed of:

- One thesis or dissertation chair who is in the student's area of specialization or in a closely related field who is a full time faculty member at Radford University; .
- Two or three additional faculty members. The majority of the committee must be full time faculty members at Radford University and should be from the student's discipline or closely related field.
- One of these committee members may be external to the university. An external committee member may not serve as chair and their membership on the committee is subject to departmental approval. The external committee member must have a *specialization or expertise* in the student's discipline or a closely related field and must be approved by the student's department chair.

Responsibilities

The thesis or dissertation advisor is responsible for supervising the research and directing the writing.

The committee members (including the thesis or dissertation advisor) are responsible for working with the student as needed in the thesis or dissertation process for determining that the thesis or dissertation meets the appropriate scholarly standard.

When the committee members are satisfied with the scope and quality of the thesis or dissertation, they sign the approval title page (See Appendix II). *For purposes of appearance and reproduction, all signatures must be in* ***black ink.*** The signatures of the thesis or dissertation advisor and committee members on the approval page signify departmental acceptance of the final document. The title page must be scanned and submitted with the thesis or dissertation during the electronic submission process.

COPYRIGHT

Copyright is the legal protection of intellectual property – in this case your thesis or dissertation. This protection, in accordance with the U.S. Copyright Act of 1976, begins automatically as soon as a work is created. It is up to you to decide if you wish to maintain or register your copyright; Radford University has no requirement that you do either one. However, your copyright gives you the exclusive right to print, reprint, copy, and sell your work and to prepare derivative works based on the copyrighted work. It protects an author against anyone's infringement of these rights. In order to maintain your copyright, you should also prepare a copyright notice on the front of your thesis or dissertation.

If you include the copyright notice, you may also choose to register your copyright. Registration is a legal formality that makes a public record of your copyright. It is not a requirement for protection, but it is necessary if you can ever foresee becoming involved in a copyright lawsuit. If there is a chance that you might take someone to court for using your work unlawfully – for example, if you have developed a separately marketable item such as a testing scale or a computer program – you may want to complete this procedure.

You may obtain the forms to register a copyright from the U.S. Copyright Office website: www.loc.gov/copyright/forms, Application Form TX. Subsequently, you will need to send the completed form, a check for the $30 registration fee, and the required deposit copies to the Copyright Office at the address noted on the application form. Be certain that you have included a copyright notice on the thesis or dissertation if you plan to register your copyright.

The copyright symbol should be placed either on the title page at bottom center, or on a sheet of paper (in the center) immediately following the title page, as follows:

Copyright 2024, John S. Doe

-OR-

© 2024, John S. Doe

For more information start with the U.S. Copyright Office main web page at www.loc/gov/copyright, where you will find links to pages with Frequently Asked Questions, information circulars, forms, and fact sheets. Or, you may also ask for assistance at the McConnell Library Reference Desk (831-5696).

CHECKLIST FOR GRADUATION WITH THESIS/DISSERTATION

Required Materials

Thesis or Dissertation

☐ *Request for Convening of Thesis or Dissertation Advisory Committee* form (See *Appendix I*)
☐ *Thesis or Dissertation Proposal Defense* form (See *Appendix I*)
☐ *Report of Final Comprehensive Examination/Thesis or Dissertation Defense* form (See *Appendix I*)
☐ One copy of the final thesis or dissertation must be submitted to gradthesis@radford.edu to include signed title page (See *Appendix II*)

Thesis or Dissertation Grade

- If you have registered for thesis or dissertation hours in two or more semesters and received any IP grade (In Progress), the Registrar's Office must receive a grade change for each semester.
- All theses and dissertations are graded Pass/Fail.
- If you are not registered for any other credits in the term in which you graduate you must be registered for GRAD 799, Continuous Enrollment, and pay the continuous enrollment fee each semester until you finish your thesis or dissertation (See *Continuous Enrollment* form)

THESIS OR DISSERTATION GUIDELINES AT A GLANCE

Page Numbering	• placed in the top right corner of the page starting at 1 on the title page	
Margins	• 1" top, bottom, right, left	
Type/Font	• It is mandatory to use the same type font and font size throughout the document with the exception of tables, figures, appendices, etc.	
Spacing	• Double spacing is required for all text with the exception of figures, tables, appendices. • Endnotes, footnotes & bibliography sections may be single spaced.	
Title Page	• centered at least 1" top and bottom margins, 1" left margin, 1" right margins • signature lines to include thesis or dissertation advisor & all committee members • signed title page must be scanned and included with the rest of the electronic submission • include the date the final draft is accepted by all committee members	
Abstract	• double spaced on one page, indented paragraphs not to exceed 500 words	
Notes or Citations & Bibliography, Works Cited, or References	• Citations and notes may be footnotes, endnotes or written text • Citations used must be ***consistent*** with style used	<u>Bibliography/Works Cited</u>: • be consistent with manual style • (see page 4)
Figures/Tables	• all Figures and Tables must be numbered (e.g., Table 1, Figure 1, Map 1) on separate page just after mention in text • may be used in appendix however the preferred method is in body of text • may shrink if too large to fit within margins, assuring it is readable and no smaller than 8 point font (may be "landscape or portrait").	

Appendix I

FORMS

Radford UNIVERSITY

Office of Graduate Affairs
Whitt Hall; PO Box 6928
Radford, VA 24142
Phone 540-831-5431
gradaffairs@radford.edu

REQUEST FOR CONVENING OF THESIS/DISSERTATION ADVISORY COMMITTEE

I. REQUEST

A. I hereby request the following Thesis/Dissertation Advisory Committee to be established for

_____ _____
(Print/Type Student's Name) (Student's ID#)

Radford E-Mail: _____

who is enrolled in the Use arrow to choose degree program.
(Title of degree program)

Expected Semester of Graduation _____

Committee Chair _____ _____ _____
(Print) (Signature) (Date)

Proposed Topic/Title: _____

Semester(s) and year of registration of thesis/dissertation credits. Include course prefix, course number, and number of credits (i.e., PSYC 699 FA'19 - 3 credits, PSYC 699 SP'120 - 3 credits):

_____

If you need to be dropped from any course(s) once registered for thesis/dissertation credits please list course(s) that need to be dropped here _____

Printed/Typed Names of Committee Members	Signatures	Date
Committee Chair		
Committee Member		
Committee Member		

B. I concur with the appointment of the above Thesis/Dissertation Advisory Committee.

_____ _____ _____
(Printed/Typed Name of Student) (Signature) Date

II. APPROVALS [REQUIRED PRIOR TO ENROLLING FOR THESIS/DISSERTATION CREDITS]

_____ _____
Graduate Program Director/Department Chair Date

_____ _____
Office of Graduate Affairs, Assistant Provost Date

Rev 8/24

Example

Radford UNIVERSITY

Office of Graduate Affairs
Whitt Hall; PO Box 6928
Radford, VA 24142
Phone 540-831-5431
gradaffairs@radford.edu

THESIS/DISSERTATION PROPOSAL DEFENSE

NAME: _____ STUDENT ID: _____

ADDRESS: _____

_____ EXPECTED SEMESTER OF GRADUATION: _____

TELEPHONE NO.: _____ RADFORD E-MAIL: _____

I. Semester(s) and year of registration of thesis dissertation credits. Include course prefix, course number, and number of credits.

_____

II. Title of Thesis:

_____

_____

III. Attach one typed copy of your thesis/dissertation proposal. The proposal should include a clear statement of the topic, the rationale, method, and a list of references in a format appropriate to your discipline.

THE THESIS/DISSERTATION ADVISORY COMMITTEE MET ON _____ _____(date). WE APPROVE THE ATTACHED PROPOSAL AND AGREE THAT THE STUDENT MAY PROCEED WITH THIS PROJECT.

APPROVALS:

_____ Committee Chair Printed/Typed	_____ Signature	_____ Date
_____ Committee Member Printed/Typed	_____ Signature	_____ Date
_____ Committee Member Printed/Typed	_____ Signature	_____ Date
_____ Department/Program Chair Printed/Typed	_____ Signature	_____ Date

Rev 8/24

Example

Office of Graduate Affairs
Whitt Hall; P O Box 6928
Radford, VA 24142
540.831.5724
gradaffairs@radford.edu

REPORT OF FINAL COMPREHENSIVE EXAMINATION, THESIS OR DISSERTATION DEFENSE

Name:	RU ID#:
Program:	

Chairperson of Student's Graduate Committee: _____

FROM: Assistant Provost, College of Graduate Studies and Research

☐ Report of Final Comprehensive Examination (Oral/Written)
☐ Report of Thesis or Dissertation Defense

The above named student has at least a "B" average in his/her overall program, and is scheduled to graduate at the close of the _____ semester of_____. The final comprehensive examination/thesis defense can be scheduled at a time convenient for all persons concerned. Approval is hereby granted for the student to proceed with this examination. **(Not valid without the approval of the Office of Graduate Affairs) All committee members *must* be those who were approved on the comprehensive exam/thesis/dissertation advisory committee.**

APPROVED: _____ ***DATE:*** _____
Assistant Provost, Office of Graduate Affairs

This is to certify that the above student took the final comprehensive examination/thesis/dissertation defense as part of the requirements for the degree of: _____

Date of Examination/Defense: _____

Each committee must consist of at least three members of the graduate faculty. The form should be returned no later than 15 days after the defense date. All three members must sign the form.

EXAMINATION SATISFACTORY

_____ _____
Committee Chairperson Date

_____ _____
Committee Member Date

_____ _____
Committee Member Date

☐ THE DEFENSE HAS BEEN POSTPONED.

EXAMINATION UNSATISFACTORY

_____ _____
Committee Chairperson Date

_____ _____
Committee Member Date

_____ _____
Committee Member Date

_____ _____
Advisor Date

(Rev. 10/24)

☐ *For Graduate College use only*

Example

Radford UNIVERSITY

Office of Graduate Affairs
Whitt Hall; P O Box 6928
Radford, VA 24142 Phone
540-831-5431
gradaffairs@radford.edu

REQUEST FOR CHANGE IN COMPREHENSIVE EXAMINATION, THESIS/DISSERTATION

Name:	Radford ID#:
Major/Option: Use arrow to choose program	

I hereby request a change in the following committee being established for:

- ☐ Final Comprehensive Examination
- ☐ Final Thesis Defense
- ☐ Final Dissertation Defense

CURRENT COMMITTEE		PROPOSED NEW COMMITTEE	
Committee Chair	Date	Committee Chair	Date
Committee Member	Date	Committee Member	Date
Committee Member	Date	Committee Member	Date
Committee Member	Date	Committee Member	Date

Signature of Current Committee Chair — Date

Signature of Proposed Committee Chair — Date

Student Signature — Date

Graduate Program Director/Department Chair — Date

APPROVED: _____ ***DATE:*** _____
Assistant Provost

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Example

Appendix II

Example Thesis or Dissertation

EXAMPLE
TITLE PAGE

THE LIBERATED WOMAN IN THE NINETEENTH CENTURY

by

John S. Doe

A thesis submitted to the faculty of Radford University in
partial fulfillment of the requirements for the degree of
Master of Arts in the Department of Psychology

[optional]
Thesis Advisor: Dr. Marty P. Smith

July 2024
[use month and year; not a date]

Copyright 2024, John S. Doe [**OR**]
© 2024, John S. Doe

Dr. Marty P. Smith — Date
Thesis Advisor

Dr. Robin L. Friend — Date
Committee Member

Dr. Kelly F. Day — Date
Committee Member

Example

ABSTRACT

The abstract page must be double spaced paragraphs and should not be indented. The abstract should be no more than 500 words. The abstract must reflect the content of your thesis. Your name should be included at the end of the abstract as follows:

John S. Doe, M.A.
Department of _____, 2024
Radford University

Example

DEDICATION

(optional)

Example

ACKNOWLEDGEMENTS

(optional)

Example

TABLE OF CONTENTS

Page

Abstract 2

Dedication 3

Acknowledgements 4

Table of Contents 5

List of Tables or Figures 6

Chapter 1. Title of Chapter goes here 7

Chapter 2. Title of Chapter goes here 20

Chapter 3. Title of Chapter goes here 30
- Title of Subheading [optional] 31
- Title of Subheading [optional] 32
- Title of Subheading [optional] 33

Chapter 4. Title of Chapter goes here 35

Chapter 5. Title of Chapter goes here 40

Bibliography/Works Cited/ References 44

Appendixes (or Appendices)
- Appendix A – Title of Appendix goes here 52
- Appendix B – Title of Appendix goes here 53
- Appendix C – Title of Appendix goes here 54

Example

LIST OF TABLES [OR] FIGURES

Table 1 – Title of Table goes here 4

Table 2 – Title of Table goes here 7

Table 3 – Title of Table goes here 12

Example

SAMPLE CHAPTER PAGE

This is a sentence to take up space and look like text. This is a sentence to take up space and look like text.

This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text.

Title of Subheading

This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text.

Title of Subheading

This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text.

Title of Subheading

This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text.

Example

Bibliography or Works Cited or References

The reference page(s) must follow the format of the current version of the style guide used by your department, such as the Publication Manual of the American Psychological Association (APA), the Modern Language Association (MLA) Handbook, or the Chicago Manual of Style.

Useful links for all types of reference sources include:

http://owl.english.purdue.edu/

Resources for examples of APA style:

https://apastyle.apa.org/style-grammar-guidelines/references

https://libguides.radford.edu/APA7

Resources for examples of MLA style:

https://style.mla.org/works-cited/citations-by-format/

https://libguides.radford.edu/mcconnell/MLA8

Resources for examples of Chicago style:

https://www.chicagomanualofstyle.org/tools_citationguide.html

https://libguides.radford.edu/mcconnell/chicagostyle

APPENDIX A

TITLE OF APPENDIX A GOES HERE

Example