

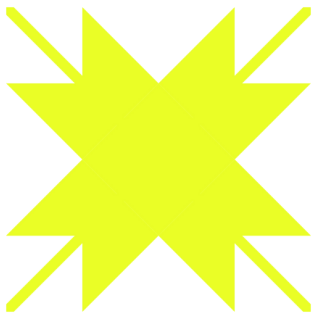


NMUGS&R | College of Graduate Studies
and Research

THESIS FORMATTING AND PLANNING

What is a thesis?

- Your thesis will be the final product of your time in graduate school.
- A thesis is a substantial piece of scholarly writing that reflects the writer's ability to:
 - conduct research
 - communicate the research
 - critically analyze the literature
 - present a detailed methodology and accurate results
 - verify knowledge claims and sources meticulously
 - link the topic of the thesis with the broader field



YOUR COMMITTEE




- A thesis committee is made of: a faculty chair/advisor, and two or three committee members.
- The members may be from outside the university, but they will have to meet graduate faculty status requirements.
- Your thesis advisor can be, but does not have to be your faculty advisor assigned to you at admission.
- When choosing faculty to ask to be your thesis chair, look for people who: are involved in the type of research you want to do, are knowledgeable about the thesis process, and are sufficiently easy to contact (hint: if it is hard to find a time to ASK someone to advise/chair your thesis, they probably will be hard to communicate with during your thesis)
- All members of your committee must have graduate faculty status.
- You can view the list of Graduate Faculty here: <https://nmu.edu/graduatestudies/forms>



Thesis Proposal Approval Form

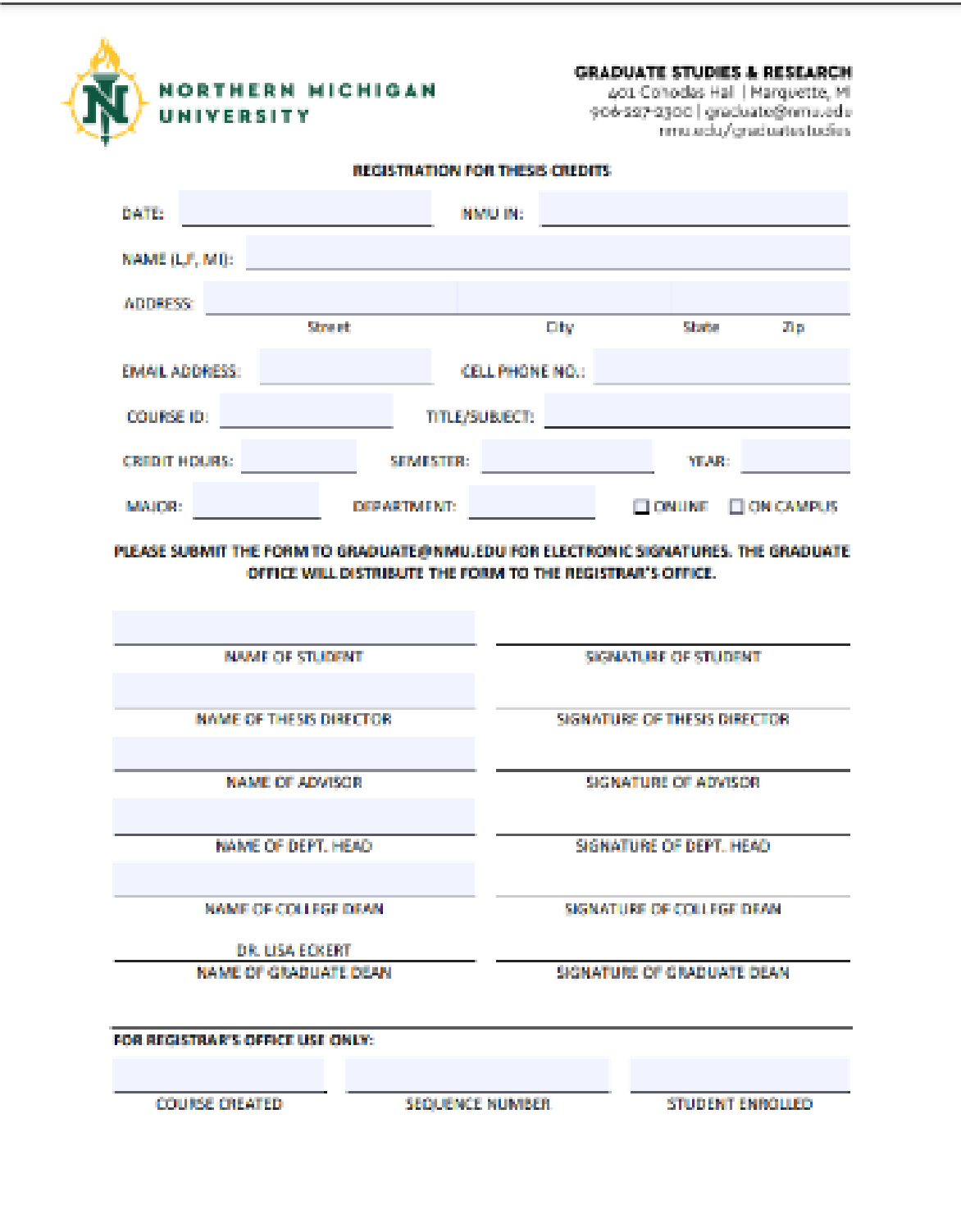
This form should be filled out by you and your thesis advisor/chair and turned in before you take any thesis credits.

If something changes during your thesis process you must fill out an updated form and submit it to the Grad College.

	NORTHERN MICHIGAN UNIVERSITY	GRADUATE STUDIES & RESEARCH 400 Cohodas Hall Marquette, MI 906-227-2500 graduate@nmu.edu nmu.edu/graduatestudies
THESIS PROPOSAL APPROVAL FORM		
DATE:		NMU IN: <input type="text"/>
NAME (L.F. MI):	<input type="text"/>	
GRADUATE PROGRAM:	<input type="text"/>	
EMAIL ADDRESS:	<input type="text"/>	CELL PHONE NO.: <input type="text"/>
<hr/>		
THESIS TITLE:	<input type="text"/>	
TOTAL # OF THESIS CREDITS	<input type="text"/>	
FIRST SEMESTER TAKING THESIS CREDITS:	<input type="text"/>	LAST SEMESTER TAKING THESIS CREDITS: <input type="text"/>
<input type="checkbox"/> IRB or IACUC approval form attached <input type="checkbox"/> NR		
After meeting with your thesis committee members, complete this form and submit with your thesis prospectus to graduate@nmu.edu . It will then be uploaded to Right Signature for electronic signatures.		
<input type="text"/>	<input type="text"/>	
NAME OF THESIS CHAIR	SIGNATURE OF THESIS CHAIR	
<input type="text"/>	<input type="text"/>	
NAME OF THESIS READER #1	SIGNATURE OF THESIS READER #1	
<input type="text"/>	<input type="text"/>	
NAME OF THESIS READER #2	SIGNATURE OF THESIS READER #2	
<input type="text"/>	<input type="text"/>	
NAME OF GRAD PROGRAM DIRECTOR	SIGNATURE OF GRAD PROGRAM DIRECTOR	
<input type="text"/>	<input type="text"/>	
DR. LISA ECKERT	SIGNATURE OF GRADUATE DEAN	
NAME OF GRADUATE DEAN	<input type="text"/>	
<hr/>		
TO BE FILLED OUT BY COLLEGE OF GRADUATE STUDIES & RESEARCH OFFICE		
DATE RECEIVED:	<input type="text"/>	DATE APPROVED: <input type="text"/>

How do I sign up for Thesis Credits?

- Signing up for thesis credits is similar to signing up for a directed study.
- Meet with your advisor and plan your thesis credit plan before registering for any credits. Thesis credits will stay on your transcript even if you don't complete a thesis.
- Thesis credits can be split between semesters, just know that you will get an 'R' grade in those credits until you complete your thesis
- Plan your thesis before registering for thesis credits. If you change your mind and do not finish your thesis, 'R' grades will become Unsatisfactory or F grades after 3 years
- Also note: All Graduate classes are good for 7 years. If you do not complete your degree within 7 years of your first graduate class, you may be required to retake classes before you are able to get your degree.



The form is titled "REGISTRATION FOR THESIS CREDITS" and is from Northern Michigan University's Graduate Studies & Research department. It includes fields for personal information (Date, NMU ID, Name, Address, Email, Cell Phone), course details (Course ID, Title/Subject, Credit Hours, Semester, Year), and major/departments. It also has checkboxes for "ONLINE" and "ON CAMPUS". A section for signatures includes lines for the Student, Thesis Director, Advisor, Dept. Head, College Dean, and Graduate Dean. At the bottom, there is a section for the Registrar's Office with fields for Course Created, Sequence Number, and Student Enrolled.

NORTHERN MICHIGAN UNIVERSITY
GRADUATE STUDIES & RESEARCH
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REGISTRATION FOR THESIS CREDITS

DATE: _____ NMU ID: _____

NAME (L,F,M): _____

ADDRESS: _____
Street City State Zip

EMAIL ADDRESS: _____ CELL PHONE NO.: _____

COURSE ID: _____ TITLE/SUBJECT: _____

CREDIT HOURS: _____ SEMESTER: _____ YEAR: _____

MAJOR: _____ DEPARTMENT: _____ ☐ ONLINE ☐ ON CAMPUS

PLEASE SUBMIT THE FORM TO GRADUATE@NMU.EDU FOR ELECTRONIC SIGNATURES. THE GRADUATE OFFICE WILL DISTRIBUTE THE FORM TO THE REGISTRAR'S OFFICE.

_____ NAME OF STUDENT	_____ SIGNATURE OF STUDENT
_____ NAME OF THESIS DIRECTOR	_____ SIGNATURE OF THESIS DIRECTOR
_____ NAME OF ADVISOR	_____ SIGNATURE OF ADVISOR
_____ NAME OF DEPT. HEAD	_____ SIGNATURE OF DEPT. HEAD
_____ NAME OF COLLEGE DEAN	_____ SIGNATURE OF COLLEGE DEAN
DR. LISA ECKERT NAME OF GRADUATE DEAN	_____ SIGNATURE OF GRADUATE DEAN

FOR REGISTRAR'S OFFICE USE ONLY:

_____ COURSE CREATED	_____ SEQUENCE NUMBER	_____ STUDENT ENROLLED
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Ethical Conduct of Research

- Your thesis is a published document with your name on it. You need to be aware of all ethical and legal parameters regarding it.
- Responsible conduct of research is central to the reliability and usefulness of research.
- If you are working collaboratively, talk to your thesis advisor about acquisition, management, sharing and ownership of data
- Be familiar with peer review, publication practices, and responsible authorship
- Compliance documentation **MUST** be included in your thesis if your research involves animals or humans **IN ANY WAY**.
- The Research Compliance Training Powerpoint is available on the Grad Studies Workshops page: <https://www.nmu.edu/graduatestudies/workshops>





Research Committee Approval

Compliance documentation **MUST** be included in your thesis if your research involves animals or humans **IN ANY WAY**.

Your name must appear on the research approval document.

- IACUC Committee oversees animal use in research
 - Email: iacuc@nmu.edu
- IRB Committee oversees human subjects in research
 - Email: hsrr@nmu.edu
- If you are unsure whether your research requires clearance by these committees, contact them **BEFORE** beginning your research and ask.
 - If you are told that your research does not need IRB/IACUC approval, keep that email and include it as an appendix in your thesis.
- The compliance letter in your thesis must be the official letter.
 - For IRB that is the approval letter that assigned your project number
 - For IACUC, it is the first page (showing date of approval) of your IACUC application.

Copyright and Fair Use in your Thesis

- Students are required by NMU and by ProQuest/UMI policy to ascertain that use of all copyright-protected materials either falls within the Fair-Use Statutes of U. S. Copyright Law or are reproduced with the permission of the owner. See K. D. Crews, Copyright Law and Graduate Research (https://media2.proquest.com/documents/copyright_disstheis_ownership.pdf) for further guidance.
- Your thesis must be written by you and unpublished--the University represents and warrants that it has the full right, power and authority to enter into an agreement with ProQuest and will not violate any third party rights. Essentially, you are publishing your thesis—though this does not limit your ability to publish your thesis outside of the university after you graduate.



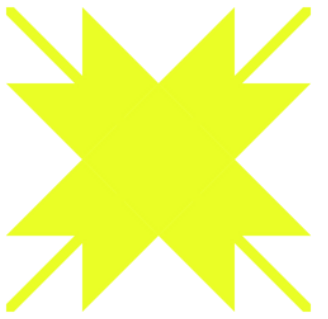
Collaborative Work

- The whole thesis must be written by you, in your own words, including the results and the proofs that were actually due to the collaborator. Moreover, you must perfectly understand, and be able to explain, and defend, all the results, as part of your project.
- If you are working collaboratively, talk to your thesis advisor about acquisition, management, sharing and ownership of data
- Be familiar with peer review, publication practices, and responsible authorship
- You must secure permission from the collaborative researcher(s) to include joint data/results
- You must list collaborations and permissions in the “Acknowledgments” page in your thesis. You can also embed additional details in the appropriate section of your thesis.
- Note: the optional “Dedication” section is for personal acknowledgements.
- If you receive funding for any part of your research, the funder should be mentioned on the acknowledgements page. This includes any funding through NMU.



Thesis Defense

- What is a thesis defense?
- It is less scary than it sounds! A defense is you presenting your thesis to your committee, faculty, and other interested parties. The committee and/or audience at the defense will ask questions about your research, knowledge, and results.
- Thesis defenses vary by department, so talk to your committee about what is expected.
- Coordinate a defense of your thesis with your committee and department well in advance. Your thesis must be defended BEFORE the thesis turn-in deadline.



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FORMATTING



Refer to NMU Guide to the Preparation of Theses <https://www.nmu.edu/graduatestudies/thesis> for information on preparing and formatting your thesis. If you follow these guidelines from the start, you will save yourself a lot of time later on the final version of your thesis.

The beginning of the Guide explains thesis formatting. The second half is an example of how this looks in practice. USE BOTH

Did you know NMU theses are publicly available? You can look at previously published theses from your discipline to understand the format. Choose recent ones so you see the most up to date format.

- Theses live here!

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Common Mistakes

- **Acknowledgments:** The Acknowledgments page is for professional acknowledgments. If you receive funding for any part of your research, the funder should be mentioned on the acknowledgements page. This includes any funding through NMU. You should also thank the work of your committee and any other research collaborations.
 - Citation: You must list your preferred method of citation. The Guide says: The guide or format followed must be specified in the acknowledgments, the preface, or the introduction, in that preferred order.
 - The optional “Dedication” section is for personal acknowledgements.
- **Preliminary pages:** There are many pages that go in your thesis before your 'thesis' starts. Review the Guide to make sure you have all the needed pages and they are in the correct order.
- **Human or animal subject approval memo:** the approval memo or email/form stating that it is not needed for your human or animal research. This must be scanned and entered as an appendix in your thesis.

Signature Page

- After defending your thesis, your committee will ask for revisions. Once they are satisfied with your work, they will sign the Signature Approval Form.
- SIGNED PAGE: The original page (paper or digital) must be turned in to the Graduate Office. Leave the Dean of Grad Studies line blank. That will be signed when the Dean has accepted your thesis.
- IN YOUR THESIS: Include an unsigned copy that lists the names of your reviewers in your thesis document

SAMPLE SIGNATURE APPROVAL FORM

SIGNATURE APPROVAL FORM

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

This thesis by Abraham Van Helsing, IV is recommended for approval by the student's Thesis Committee and Department Head in the Department of English and by the Dean of Graduate Studies and Research.

Committee Chair: Dr. Henry Jekyll

Date

First Reader: Dr. Edward Hyde

Date

Second Reader (if required): Dr. Who

Date

Department Head: Dr. Seuss

Date

Dr. Lisa Schade Eckert

Dean of Graduate Studies and Research

Date

Page Numbers

- Page Numbers are centered and at the bottom of the page
- Note where to use Roman numerals (i, ii, iii...) or Arabic numbers (1, 2, 3,...)
- Some pages do not have numbers!

Very helpful: “How to Format Thesis Page Numbers”

Table 1. Sequence and Pagination.

Sequence	Pages to be Counted	Required (R), May be Necessary (MN), Optional (O)*	List in Table of Contents
Title Page	No	R	No
Signature Approval	No	R	No
Preliminary Pages: Begin with Roman numerals starting at (i).			
Abstract	Yes	R	No
Copyright Page	Yes	R	No
Dedication Page	Yes	O	No
Acknowledgments Page	Yes	O	No
Preface	Yes	O	No
Table of Contents	Yes	R	No
List of Tables	Yes	MN	Yes
List of Figures	Yes	MN	Yes
List of Symbols & Abbreviation	Yes	MN	Yes
Main Text: Arabic number starting at (1).			
Introduction	Yes	R	Yes
Body of Thesis	Yes	R	Yes
Summary and Conclusions	Yes	R	Yes
Reference Pages: Continue Arabic numbers.			
References	Yes	MN	Yes
Appendices	Yes	MN	Yes

*R=Required of all theses; MN=May be Necessary, i.e., some elements, such as the List of Symbols & Abbreviations, may be necessary for some theses but not for others; consult the thesis advisor; O=Optional, i.e., the student, working with the thesis director, can choose whether to include these elements.

Thesis Acceptance Process

1. Defend thesis
2. Thesis Committee signs approval form
3. Make any revisions required by the committee discussed at the defense
4. Resubmit your thesis to the Chair and/or committee
5. Once your thesis Chair approves, upload your thesis to the Commons
6. Graduate Studies will send the Commons version to your Chair to confirm that it is the correct version that they approved
7. Once the Chair approves, Grad Studies will review the thesis for formatting and compliance regulations
8. If you need to make changes in these areas, you will get an email requesting minor revisions
9. Make the revisions and re-upload to the Commons
10. If the changes meet guidelines, the thesis is sent to the Dean of Graduate Studies and Research for approval. When she approved it, the thesis is posted and you get to breathe a huge sigh of relief.



The Commons



NMU Commons

ALL NMU MASTER'S THESES

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Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your thesis.

Thesis Title

REQUIRED Author

Search For An Author Using: Last Name, First Name, Email, or Institution


1 (jantaylo@nmu.edu) Janelle Taylor

REQUIRED Date of Award

Month Year

- You will upload your completed thesis to The Commons:
<https://commons.nmu.edu/theses/guidelines.html>
- Before you upload be sure you have:
 - The thesis title
 - Names and e-mail addresses for your readers/advisors.
 - A list of keywords separated by commas (10 maximum)*
 - The abstract (up to 250 words)*

Thesis Revision Upload



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Narhwals in the desert		review completed
THESES		
Title		Status
Test		withdrawn
MEASURING THE SUCCESS OF METROPOLITAN AND NONMETROPOLITAN STUDENTS AT A NONMETROPOLITAN UNIVERSITY		posted

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Authors: Janelle N. Taylor (NMU)

Status: under review

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Abstract:

Submitted Reviews

	Reviewer	Recommendation	Options
Nov 10 2021 08:24 AM PST	#1 Janelle Taylor	Revisions needed	view

Revision History

User	Comment	Date	Native	PDF
Janelle Taylor	Revision	Thu Nov 11 11:15:00 2021		
Janelle Taylor	Revision	Thu Nov 11 11:14:00 2021		
Janelle Taylor	Revision	Wed Nov 10 08:02:00 2021		
Janelle Taylor	Initial Submission Auto-converted to PDF: Wed	Wed Nov 10 08:01:00 2021	MS Word 2007	PDF

EMBARGO OPTIONS



- If you need your thesis to not appear for public viewing on the Commons, you can request a thesis embargo.
- Embargo options: Restrict to NMU only, or restrict entirely
- Embargos expire after a period of time and must be renewed by the author.
- Embargos are most useful for students who are looking to publish and make money from their thesis text.
- Publishing your thesis on the Commons does not effect your ability to publish the same information with academic publishers. Most of the time, it is in your best interest to have your thesis published publicly

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Only select if you have chosen Open Access above and wish a temporary restriction.

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Please use the following text box to provide justification for restricting access to your thesis, either through an on-campus restriction or embargo. The Dean of Graduate Studies and Research has final say on whether a thesis will receive a restriction and will use your argument in making this decision.

A large, empty rectangular text box with a thin gray border, intended for the user to provide justification for restricting access to their thesis.

Dates and Documents

- Spring 2023: April 7
- Summer 2023: July 14
- Fall 2023: November 17

- General rule of thumb, theses are due 1 month before graduation

- All thesis documents and forms in this presentation can be found at:
<https://nmu.edu/graduatestudies/thesis>

- If you need help, contact me at jantaylo@nmu.edu or graduate@nmu.edu
or 906-227-2300

THE OFFICE OF
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WELCOMES YOU TO

THE
New Faculty
BUZZ SESSION

March 16 12-2pm Harden Library Atrium

This is an opportunity to
welcome new faculty members
as they present their research.

This event is open to all.

CELEBRATION OF

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**SUBMIT YOUR
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DEADLINE
MARCH 31ST, 2023 AT 11:59PM