

Thesis Formatting and Planning

Sarah Amidon, Dr. Lisa Eckert, Professor Michael Strahan

College of Graduate Studies and Research



**NORTHERN MICHIGAN
UNIVERSITY**

COLLEGE OF GRADUATE STUDIES & RESEARCH

Introductions

- Who are you?
- Name, program, stage of thesis
- What do you hope to learn today?

Sarah Amidon

I am still deciding on a masters program.

My thesis would most likely surround higher education

I hope to learn how to make this presentation more helpful to you

What is a Thesis?

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

Your Committee

1. A thesis committee is made of: a faculty chair/advisor, and two or three committee members.
 - a. The members may be from outside the university, but they will have to meet graduate faculty status requirements.
 - b. Your thesis advisor can be, but does not have to be your faculty advisor assigned to you at admission.
2. 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)
3. All members of your committee must have graduate faculty status.
 - a. You can view the list of Graduate Faculty here: <https://nmu.edu/graduatestudies/forms>

Approval Form

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
401 Cohodas Hall | Marquette, MI
906-227-2300 | graduate@nmu.edu
nmu.edu/graduatestudies

THESIS PROPOSAL APPROVAL FORM

DATE: NMU IN:

NAME (L,F, MI):

GRADUATE PROGRAM:

EMAIL ADDRESS: CELL PHONE NO.:

THESIS TITLE:

TOTAL # OF THESIS CREDITS

FIRST SEMESTER TAKING THESIS CREDITS: LAST SEMESTER TAKING THESIS CREDITS:

☐ IRB or IACUC approval form attached ☐ 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.

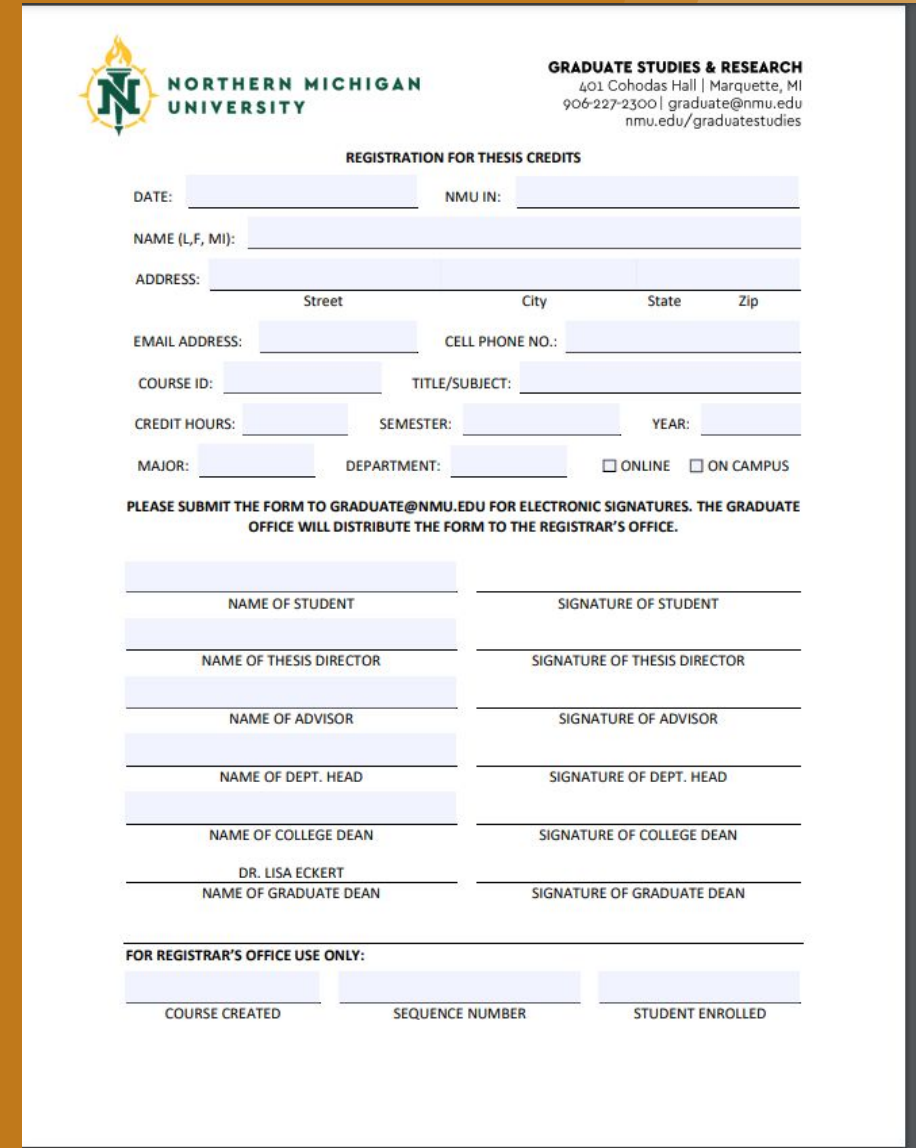
<input type="text"/>	<input type="text"/>
NAME OF THESIS CHAIR	SIGNATURE OF THESIS CHAIR
<input type="text"/>	<input type="text"/>
NAME OF THESIS READER #1	SIGNATURE OF THESIS READER #1
<input type="text"/>	<input type="text"/>
NAME OF THESIS READER #2	SIGNATURE OF THESIS READER #2
<input type="text"/>	<input type="text"/>
NAME OF GRAD PROGRAM DIRECTOR	SIGNATURE OF GRAD PROGRAM DIRECTOR
<input type="text"/>	<input type="text"/>
DR. LISA ECKERT	<input type="text"/>
NAME OF GRADUATE DEAN	SIGNATURE OF GRADUATE DEAN

TO BE FILLED OUT BY COLLEGE OF GRADUATE STUDIES & RESEARCH OFFICE

DATE RECEIVED: DATE APPROVED:

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.
- <https://nmu.edu/graduatestudies/thesis>



The form is titled "REGISTRATION FOR THESIS CREDITS" and is from Northern Michigan University's Graduate Studies & Research office. It contains fields for personal information (Date, NMU ID, Name, Address, Email, Phone), course details (Course ID, Title, Credits, Semester, Year), and checkboxes for online or on-campus status. Below these are signature lines for the student, thesis director, advisor, department head, college dean, and graduate dean. At the bottom, there are fields for registrar's office use only, including course created, sequence number, and student enrolled.

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nmu.edu/graduatestudies

REGISTRATION FOR THESIS CREDITS

DATE: _____ NMU IN: _____

NAME (L,F, MI): _____

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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Thesis Credits

- 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.

Responsible Conduct of Research: Compliance

1. Responsible conduct of research is central to the reliability and usefulness of research.
2. If you are working collaboratively, talk to your thesis advisor about acquisition, management, sharing and ownership of data
3. Be familiar with peer review, publication practices, and responsible authorship
4. Compliance documentation **MUST** be included in your thesis if your research involves animals or humans **IN ANY WAY**.
 - a. IACUC: animal welfare
 - b. IRB: human subjects
5. The Research Compliance Training Powerpoint is available on the Grad Studies Workshops page: <https://www.nmu.edu/graduatestudies/workshops>

Research Committee Approval



NORTHERN MICHIGAN UNIVERSITY

OFFICE OF GRADUATE EDUCATION AND RESEARCH
1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2300
906-227-2315
www.nmu.edu/graduatestudies

Memorandum

TO: Awesome Student who is definitely going to write an awesome thesis
Department of Amazingness

CC: Super Supportive Thesis Advisor who is involved in overseeing this research
Department of Amazingness

DATE: October 12, 2045

FROM: O Most Great and Powerful Dean
Dean of Graduate Education and Research

SUBJECT: **IRB Proposal HS45-8924**
IRB Approval Date: 10/12/2045
Proposed Project Dates: 10/13/2045 – 8/15/2045
"Analysis of Thesis Procrastination and Motivation"

Your proposal "Analysis of Thesis Procrastination and Motivation" has been approved by the NMU Institutional Review Board. Include your proposal number (HS45-8924) on all research materials and on any correspondence regarding this project.

A. If a subject suffers an injury during research, or if there is an incident of non-compliance with IRB policies and procedures, you must take immediate action to assist the subject and notify the IRB chair (dereande@nmu.edu) and NMU's IRB administrator (leckerl@nmu.edu) within 48 hours. Additionally, you must complete an Unanticipated Problem or Adverse Event Form for Research Involving Human Subjects

B. Please remember that informed consent is a process beginning with a description of the project and insurance of participant understanding. Informed consent must continue throughout the project via a dialogue between the researcher and research participant.

C. If you find that modifications of investigators, methods, or procedures are necessary, you must submit a Project Modification Form for Research Involving Human Subjects before collecting data. Any changes or revisions to your approved research plan must be approved by the IRB prior to implementation.

All forms can be found at the NMU Grants and Research website:
<http://www.nmu.edu/grantsandresearch/node/102>

1. Compliance documentation **MUST** be included in your thesis if your research involves animals or humans **IN ANY WAY**.
 - a. **Your name** must appear on the research approval document.
2. IACUC Committee oversees animal use in research
 - a. Email: iacuc@nmu.edu
3. IRB Committee oversees human subjects in research
 - a. Email: hsrr@nmu.edu
4. If you are unsure whether your research requires clearance by these committees, contact them **BEFORE** beginning your research and ask.
 - a. 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.
5. The compliance letter in your thesis must be the official letter.
 - a. For IRB that is the approval letter that assigned your project number
 - b. 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_dissthesis_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.

Literature Review Tips and Tricks

<https://nmu.edu/graduatestudies/thesis>

WHAT A LITERATURE REVIEW IS...

- Surveys scholarly sources relevant to a particular issue, area of research, or theory
- Provides a description, summary, and critical evaluation of each work
- Offers an overview of significant literature published on a topic
- Gives future research context by telling the story of work done so far¹

ORGANIZATION QUESTIONS:

- 1) Is my literature review organized chronologically or by topic? Am I clear about which approach is being used in the review?
- 2) Do I use headings or paragraph breaks to show distinctions in the groups of studies under consideration?
- 3) Do I explain why certain groups of studies (or individual studies) are being reviewed by drawing a clear connection to my topic?
- 4) Do I make clear which of the studies described are most important?
- 5) Do I cover all important areas of research related to his or her topic?
- 6) Do I use transitions and summaries to move from one study or set of studies to the next?
- 7) By the end of the literature review, have I made clear why my research is necessary?

REVISION QUESTIONS:

- 1) Do I mention flaws, gaps, or shortcomings of specific studies or groups of studies?
- 2) Do I point out areas that have not yet been researched or have not yet been researched sufficiently?
- 3) Do I show a change over time or recent developments that makes my research relevant?
- 4) Do I discuss research methods used to study this topic and/or related topics?
- 5) Do I clearly state why his or her research is necessary?²

IMPORTANT:

- For clarity, make sure to outline and *reverse outline* your review.
- The main purpose of your literature review is to show why your research question is *significant*.
- Find the major works that are applicable to your research question. Use these works to find related works.
- Once you have your major works, identify the relationships they share—use these relationships to begin your outline.
- Write as you go! Do not wait for a completed outline or all of your research literature.

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.

Thesis Format

SAMPLE TITLE PAGE

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

THESIS

Submitted to
Northern Michigan University
In partial fulfillment of the requirements
For the degree of

MASTER OF SCIENCE

Office of Graduate Education and Research

May 2018

- 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.

Common Thesis Troubles

- **Signature Page:** the original signed signature page must be physically brought/mailed to the Graduate Studies Office. Your thesis submitted to the Commons should have an UNSIGNED version, but still list the title and names of your committee. (Example on next slide)
- **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.
- **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.
 - Note: the optional “Dedication” section is for personal acknowledgements.

Final Signatures

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 Scary Biomechanics and by the Dean of Graduate Education 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 Eckert
Dean of Graduate Education and Research Date

- 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

The Worst Part: 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.

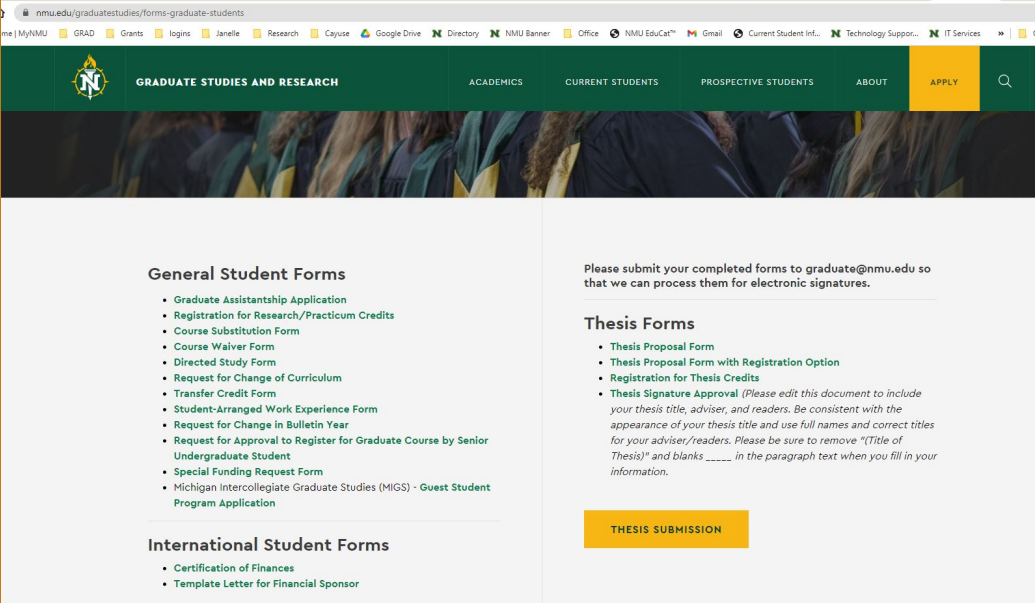
- Page Numbers are centered and at the bottom of the page
- < Note where to use Roman numerals (i, ii, iii...) or Arabic numbers (1, 2, 3,...)
- Very helpful: <https://nmu.edu/graduatestudies/thesis> “How to Format Thesis Page Numbers”

The Thesis Approval Process

1. Defend thesis
2. Thesis Committee signs approval form
3. Make any revisions required by the committee discussed at the defense
4. Submit 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

- You will upload your completed thesis to The Commons:
<https://commons.nmu.edu/theses/guidelines.html>
- Deliver the original signed Signature Form to the Graduate Office (401 Cohodas) **OR** arrange for digital signatures (ahead of time!) through the College of Grad Studies
 - *Signature page thesis committee and department head original signatures – Graduate Dean signature line to be left blank*
- 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)*



The screenshot shows the NMU Graduate Studies and Research website. The header includes the NMU logo and navigation links: GRAD, Grants, Logins, Janelle, Research, Cayuse, Google Drive, Directory, NMU Banner, Office, NMU EduCat, Gmail, Current Student Info, Technology Support, and IT Services. The main navigation bar has links for GRADUATE STUDIES AND RESEARCH, ACADEMICS, CURRENT STUDENTS, PROSPECTIVE STUDENTS, ABOUT, and APPLY. The page content is divided into three sections: General Student Forms, International Student Forms, and Thesis Forms. The General Student Forms section lists various forms such as Graduate Assistantship Application, Registration for Research/Practicum Credits, Course Substitution Form, Course Waiver Form, Directed Study Form, Request for Change of Curriculum, Transfer Credit Form, Student-Arranged Work Experience Form, Request for Change in Bulletin Year, Request for Approval to Register for Graduate Course by Senior Undergraduate Student, Special Funding Request Form, and Michigan Intercollegiate Graduate Studies (MIGS) - Guest Student Program Application. The International Student Forms section lists Certification of Finances and Template Letter for Financial Sponsor. The Thesis Forms section lists Thesis Proposal Form, Thesis Proposal Form with Registration Option, Registration for Thesis Credits, and Thesis Signature Approval. A yellow button labeled 'THESIS SUBMISSION' is located at the bottom right of the page.

nmuedu/graduatestudies/forms-graduate-students

MyNMU GRAD Grants Logins Janelle Research Cayuse Google Drive Directory NMU Banner Office NMU EduCat Gmail Current Student Info Technology Support IT Services

GRADUATE STUDIES AND RESEARCH ACADEMICS CURRENT STUDENTS PROSPECTIVE STUDENTS ABOUT APPLY

General Student Forms

- Graduate Assistantship Application
- Registration for Research/Practicum Credits
- Course Substitution Form
- Course Waiver Form
- Directed Study Form
- Request for Change of Curriculum
- Transfer Credit Form
- Student-Arranged Work Experience Form
- Request for Change in Bulletin Year
- Request for Approval to Register for Graduate Course by Senior Undergraduate Student
- Special Funding Request Form
- Michigan Intercollegiate Graduate Studies (MIGS) - Guest Student Program Application

International Student Forms

- Certification of Finances
- Template Letter for Financial Sponsor

Please submit your completed forms to graduate@nmu.edu so that we can process them for electronic signatures.

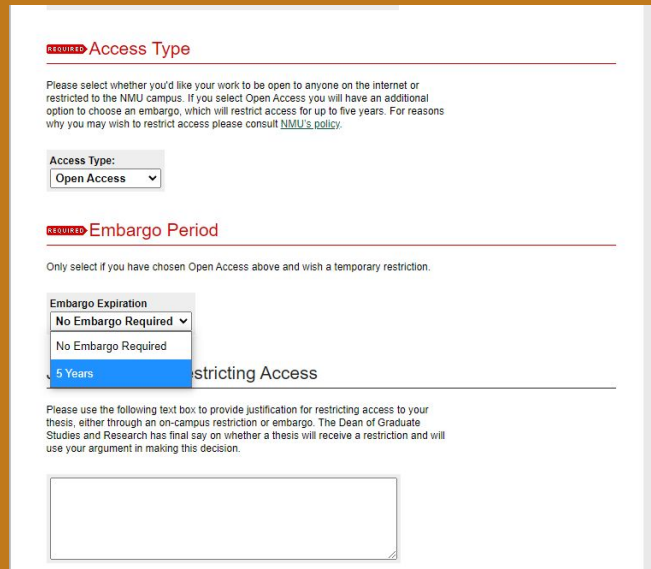
Thesis Forms

- Thesis Proposal Form
- Thesis Proposal Form with Registration Option
- Registration for Thesis Credits
- Thesis Signature Approval (Please edit this document to include your thesis title, adviser, and readers. Be consistent with the appearance of your thesis title and use full names and correct titles for your adviser/readers. Please be sure to remove "(Title of Thesis)" and blanks _____ in the paragraph text when you fill in your information.

THESIS SUBMISSION

Thesis embargo option

- 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*



REQUIRED Access Type

Please select whether you'd like your work to be open to anyone on the internet or restricted to the NMU campus. If you select Open Access you will have an additional option to choose an embargo, which will restrict access for up to five years. For reasons why you may wish to restrict access please consult [NMU's policy](#).

Access Type:

REQUIRED Embargo Period

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

Embargo Expiration

Restricting Access

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.

Thesis Submission Due Dates

- Spring 2024: April 5
- Summer 2024: July 12
- Fall 2024: November 15

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

Updated dates are available here: <https://www.nmu.edu/graduatestudies/thesis>

Questions?

- All thesis documents and forms in this presentation can be found at:
<https://nmu.edu/graduatestudies/thesis>
- If you need help, contact me at scarson@nmu.edu or graduate@nmu.edu or 906-227-2300

4/18-Celebration of Student Scholarship



3/14-Winter Buzz Session

