

M.A. THESIS GUIDE

A Guide for Preparing the Proposal

and

Writing the M.A. Thesis and Applied Thesis

From the

OFFICE OF GRADUATE STUDENT SERVICES

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M.A. THESIS GUIDE

SECTIONS OF THE THESIS GUIDE

1. General Introduction
2. Steps in Preparing a Proposal
3. Types of Theses
4. Writing the Proposal
5. Writing the Thesis
6. Submission to the Dean's Office
7. Buswell Library Requirements
8. Suggested Bibliography of Research Methods
9. Appendixes with Sample Forms

1. General Introduction

A graduate level thesis demonstrates a student's ability to work independently and to think critically. Thoroughness, accuracy and a working knowledge of the research methodology to be employed are indispensable. A thesis provides the student with an opportunity to analyze and construct theory. All research for theses must be original work for the project and draw from graduate study.

Graduate students researching and writing a thesis are expected to grow in the spirit of research under the guidance of graduate faculty who have established themselves as proficient in directing research. Therefore, the student must be fully capable of scholarly defense and peer review.

Plagiarism is the act of representing the work of others as one's own. It is unethical and dishonest to quote a source without placing the words in quotation marks and giving proper citation or without making a quotation clearly identifiable as another person's words. It is also plagiarism to take an idea or concept and reword it as your own without giving credit to the source. If there is any question about the student's fulfillment of these guides, the student is responsible to confer with his or her professor prior to submitting the work. If a student is guilty of plagiarism, his/her work will be rejected. Any fees paid will not be returned and the student may be subject to dismissal.

It is assumed that the thesis will integrate some aspect of a biblical, Christian world view with the topic. There must be a demonstration that the thesis builds upon the biblical and academic foundations of the Wheaton Graduate School.

Before a thesis may be undertaken, the Thesis Proposal must be subject to scholarly defense and faculty review and approval in writing by the Graduate School Academic Affairs Committee (GAAC). The manual of style to be used is determined by the Department or First Reader.

If the thesis or applied thesis research involves subject participants, the methodology must be reviewed by the Human Resource Review Committee.

Students writing the must use the bibliographic style prescribed by their individual departments. The successful thesis becomes the property of Buswell Library. One copy of the completed thesis and abstract is given to the Office of Graduate Student Services (hereafter referred to as GSS) which assigns the thesis to a technical reader. It is assumed that the thesis is error-free before being given to the GSS office. The technical reader reviews the thesis for grammar, format, and style and returns the thesis manuscript to the GSS office. If corrections should be necessary, the thesis is returned to the student to rectify the problems.

2. STEPS IN PREPARING A PROPOSAL

- 2.1 See advisor for permission to write a thesis. In consultation with advisor, determine possible first and second readers. Theological Studies students must obtain a "Request to Write a Thesis Form" from the departmental office.
- 2.2 Prior to meeting with potential first reader, prepare a one-page précis of a general description of topic for your advisor. Obtain advisor signature on précis with a copy for your file.
- 2.3 In consultation with first reader, determine thesis type, preliminary bibliography and obtain first Reader's signature of agreement.
- 2.4 Give précis to second reader and obtain suggestions and signature of agreement from second reader. Provide a copy of reader's agreement for the advisor who will place the agreements in student's file.
- 2.5 Student meets with first reader and reviews any suggestions and changes in preparation for GAAC Thesis Proposal.
- 2.6 Prepare first draft of Proposal and submit to first and second readers. At this time make mutually convenient appointments to discuss first draft of the Proposal.
- 2.7 After discussion, rewrite Proposal and resubmit to both readers.
- 2.8 First reader circulates Proposal to department faculty and receives feedback to the proposal according to department policy.
- 2.9 Student reviews any further suggestions and prepares final draft of Proposal for the signatures of First and second readers.
- 2.10 Student submits nine (9) signed copies and the original of the Proposal to Nancy Mathewson in the Registrar's Office (office located within BGC 258 Grad Admissions Suite) by noon on Thursday before the Tuesday GAAC meeting, typically held the first Tuesday of the month. Please verify with Nancy Mathewson, as the schedule can vary during certain months of the year. Follow the format found in **Appendix I** for the Thesis Proposal Title page.
- 2.11 The student will be notified of the decision of the GAAC regarding the status of the proposal by the department representative. The Chair of the GAAC will sign the title page of proposals which are passed. They will then be sent to the Graduate Records - Registrar Office for the student's records.
- 2.12 After you have received final approval from the GAAC, complete the **Approval for Thesis Registration** from the departmental secretary (see **Appendix II**) and file it in the Registrar's office when you register. This is the final step in the Proposal process.

3. TYPES OF THESES

In order for faculty to more effectively direct students in the initial stages of thesis work, the following Typology of theses must be followed. Students will work together with their readers to formulate a thesis and follow one of the categories designated below. The Proposal submitted to GAAC must indicate the type of thesis being proposed, including the specified range of method(s) the student will use appropriate to the type of research.

- 3.1 **Biblical/Theological Research:** The methodologies may be comparative analysis, critical investigation, or exegetical, historical or interpretive studies.

- 3.2 **Quantitative Research:** A quantitative thesis is based on the testing of specific hypotheses through the collection of original data through an approved research methodology. This may employ descriptive, survey, developmental, correlational, experimental, or quasi-experimental methodology.
- 3.3 **Qualitative Research:** A qualitative thesis may be the inductive building of theory through the qualitative analysis of data. Alternately, qualitative research may employ observational methodologies: case studies, content analysis, interaction analysis, network analysis, participant observation, biographical and historical studies.
- 3.4 **Applied Thesis Research:** In addition to employing an established research methodology, the applied thesis permits a creative component, enabling the researcher to produce a professional-level media product. Accompanying the media product is a document which includes research methodology and all relevant factors in the production as outlined in the proposal. Applied theses may be divided into two categories:
- 3.4.1 **Writing Arts:** The media product may be a completed handbook, novel, screenplay, magazine article series, non-fiction book, short stories series, curriculum, design prospectus for a conference, campaign seminar, periodical, or any other written product deemed appropriate by the student's department. If the student elects to write an adult novel, the length required for graduation may be negotiated with the department. The minimum length is 150 pages.
- 3.4.2 **Visual/Audio Arts:** The media product may be a film, television program, radio program, video, slide-tape presentation or any other electronic product deemed appropriate by the student's department.
4. **WRITING THE PROPOSAL**
- 4.1 **Thesis Proposal**
Thesis proposals are to be submitted during the regular academic year under normal circumstances. Permission to submit proposals during the summer must be obtained prior to the end of the regular academic year. All thesis proposals must be error free and neatly typed or printed on a high quality printer (dot matrix unacceptable). The thesis proposal steps must be followed with no exceptions, additions or exclusions.
- 4.1.1 **Statement of Purpose:** Briefly state the problem, issue, critical focus, or research question (2-3 sentences).
- 4.1.2 **Definition of Important Terms:** Indicate any specialized use of terms or any variations of generally accepted terms you expect to use.
- 4.1.3 **Significance of the Study:** Demonstrate the contribution that your work will make to your discipline.
- 4.1.4 **Review of Literature:** Review the literature which provides a theoretical foundation for your research; include seminal and representative recent works which demonstrate a survey of the field (2-3 pages). The literature review must include evidence of an extensive search and awareness of relevant literature. For Applied Thesis this literature review would include, but not necessarily be limited to historical works relating to the proposed period or setting of the creative work.
- 4.1.5 **Methodology:** Describe the research methodology you will employ to achieve your purpose. Identify the techniques for gathering and analyzing the data required for your work. Include the limitations (delimitation's) of the study and presuppositions that might affect the integrity of your research.
- 4.1.6 **Projected Outline, Style Manual and Schedule:** Provide an outline of the major points of your thesis or chapter titles (applied thesis see below). Indicate the style manual to be used. Determine a realistic

schedule in consultation with your advisor which will allow for: (1) completion of writing, (2) approval by readers, (3) submission requirements, at least six (6) weeks prior to the expected date of graduation.

4.1.7 **Bibliography:** The bibliography must include a representative list of the most significant citations.

4.2 **Applied Thesis Proposal**

In addition to the above outline requirements, students writing an applied thesis must include the following information:

4.2.1 **Qualifications of the Student:** Indicate any important factors that qualify you to undertake an applied thesis. Include education, experience and any personal factors.

4.2.2 **Relevance of the Applied Thesis:** Your idea must have intrinsic interest and commercial, educational, artistic or ministry appeal.

4.2.3 **Audience:** Define specifically the audience for the media work. Include demographics and explicit benefits the audience will receive.

4.2.4 **Market:** Indicate how your Applied Thesis will fill a gap or meet a need. Include dates, statistics, research data to demonstrate that you are aware of competing products or trends and openings in the market.

4.2.5 Additional Outline Requirements for Applied Thesis:

4.2.5.1 **Writing Arts:** Be aware that the writing style of your proposal indicates your competency as a writer. The style should be lucid, flowing, incisive.

Non-fiction: A chapter by chapter outline is provided to show what your completed product will be. Demonstrate both your grasp of the subject and your ability to translate it into a book.

Fiction: A novel proposal must include:

1. A **brief** description of the major characters. Include age, appearance, occupation, world view, and the conflict or role of the character. Maximum length: no more than four (4) lines per major character.
2. A **brief** chapter by chapter outline which shows the major conflict, character development, complications and resolution. In the case of a collection of short stories, three (3) stories should be outlined showing the major conflict, character development, complications and resolution.
3. A short story series must include a description of the number of stories and possible themes or issues considered.

4.2.5.2 **Electronic Arts:**

1. Projects that entail primarily the directing and/or producing of a film, video, radio or television series or program must include the following sections: budget, location, casting, sound and camera crews' qualifications, time frame, lighting, distribution, contracts and salary. Information must be specific and not speculative. Other considerations may be required by Proposal readers.

2. Projects that include the writing of a script in addition to directing and/or producing, follow the requirements for writing arts projects, either in the fiction or non-fiction categories.

5. WRITING THE THESIS

- 5.1 During the writing stage, it is the student's responsibility to consult with the first and second readers and to follow any schedule guidelines requested by the readers.
- 5.2 As progress is made, the research process and the drafts of the chapters must be given to the readers on a regular basis according to the proposed schedule.
- 5.3 The student must obtain the signature of the readers and notify his/her academic advisor of thesis completion before submitting the thesis to the Director of GSS.
- 5.4 Students living away from the Wheaton College campus are not exempted from their responsibilities outlined above.
- 5.5 A **Certification Page** (sometimes referred to as Thesis Committee approval Page) should be included after the title page. See **Appendix IV**.
- 5.6 After the two (2) academic readers have indicated their suggestions, the student is responsible for revising the draft to enable it to be approved by the readers. The readers indicate their approval by signing the Certification Page.
- 5.7 Include a 'disclaimer' page after the certification page to read as follows: "The views expressed in this thesis are those of the student and do not necessarily express the views of the Wheaton College Graduate School." (See **Appendix V**)
- 5.8 The student submits the corrected thesis to the Director of GSS, ***including*** the original Certification Page signed by both readers.
- 5.9 There is a necessary deadline for the submission of the final, signed thesis in order to permit all processes to take place preceding graduation. The student must allow **no less than six (6) weeks in advance of desired graduation date to complete the library processing.**

6. SUBMISSION TO THE GRADUATE STUDENT SERVICES OFFICE

The GSS office will have the final thesis draft assigned to one of the technical readers. The student should indicate the following on the M.A. Tracking Sheet found on the Graduate Student Services webpage:

- a. Which manual of style was used in writing the thesis.
 - b. Deviations from the manual of style due to computer programming should be noted. Deviations should be kept to an absolute minimum.
 - c. Deviations from the manual occurring because of the type or project undertaken. This is primarily applicable to applied thesis which may vary from the usual format.
- 6.1 **The Technical Reader:** The technical reader will review the thesis for grammatical, format, and style quality, note his/her corrections on the manuscript and return to the GSS office. *The thesis should be as error-free as possible before submission to the technical reader.*
 - 6.2 **Contact Phone and Address:** The student must supply a current address and phone number where the student can be reached. Students residing outside of Wheaton must designate a contact person in Wheaton who has agreed to complete the process for the student.
 - 6.3 **Completion of Submission Process:** All steps of the submission process remains the student's responsibility even if the student leaves the Wheaton area.

6.4 **Cost of Technical Reading:** The GSS office assumes financial responsibility for the technical reading process up to and including ten (10) hours per thesis. Hours required over and above this amount of time will be charged to the student at the rate of \$17.50 per hour. Presenting a manuscript which has been carefully checked for the above mentioned technical qualities will make it possible for the student's work to be processed within the ten (10) hours allowed.

6.5 **Final Corrections and Submission**

6.5.1 The student will be notified when the technical reader has returned the thesis to the GSS office. The student can then pick up the thesis and incorporate any corrections of the technical reader.

6.5.2 When the corrections have been made, the student again submits the originally submitted thesis copy and the final draft with the corrections from the technical reader, to the GSS office with the Graduate School Document Form. It will be returned to the technical reader to review the corrections that have been made. This process will be repeated until the technical reader determines the thesis is technically correct.

6.5.3 The Graduate School Document Form is now ready to be submitted to Buswell Library (see **Appendix VII**). The student will take the original manuscript, abstract, and Graduate School Document Form, plus personal copies the student wishes to have bound, to the Buswell Library Secretary. Written notification will be sent from the Library to both the Registrar's and GSS Offices indicating that obligations have been met. The Registrar will note the records to this effect for purposes of graduation eligibility and transcript release.

6.5.4 Entering a course grade for the thesis is the responsibility of the academic first reader. It should be done after final approval of the completed final draft. If not done, the Registrar's office will request same from the department.

6.5.5 Those grades received before Library requirements are met will be held by the Registrar until all final steps as outlined have been completed. .

7. **BUSWELL LIBRARY REQUIREMENTS - GRADUATE SCHOOL THESIS**

7.1 **Explanation of Permission Page**

Wheaton College requires candidates for graduate-level degrees to submit two copies of their primary research work (i.e., theses, projects or papers) to the Buswell Memorial Library. In order to further promote and facilitate research in Christian higher education, the College also requires degree candidates to grant formal permission to the College to do limited copying of these theses, papers or projects. The provided form, signed by the student and granting Wheaton College permission to copy at its discretion, includes a clause prohibiting the 'extensive quotation or further reproduction' of graduate documents 'by persons or agencies other than Wheaton College' without direct permission of the student (See **Appendix VI**). Furthermore, the copyright granted to Wheaton College may be revised at the author's request if, for example, a graduate thesis or paper is later published and available for purchase. The author should submit a written notice to the Director of Learning Resources at Wheaton College indicating the intent to publish. Even in this case, however, the right of the College to copy portions of the student's original work shall be preserved.

7.2 **Standards**

Graduate school documents (master's theses, master's applied theses, Grad Psych. doctoral papers, MAT action papers) submitted to Buswell Library for binding and inclusion in the collections must meet the following standards:

7.2.1 **Margins:** To allow for binding, the left margin needs to be a minimum of 1 1/2", including maps,

charts, pictures, graphs, etc. Do not punch holes in this left margin. The right, top, and bottom margins are to be a minimum of 1".

- 7.2.2 **Paper:** The rag content must be a minimum of 25% cotton. (Paper normally used in photocopiers does not meet this requirement. Although paper does not need to be heavyweight, 25% - 100% cotton bond paper should be secured for library copies to insure their longevity.)
- 7.2.3 **Font:** Standard typewriter or computer fonts are acceptable. Script, italic, bold, and underlined fonts may be used as appropriate for emphasis, clarity, or grammatical correctness within the document.
- 7.2.4 **Print:** Print should be at least letter-quality. Since the documents will be bound and made available as books within the library, they must be easily readable for users. Laser printing is available on campus. Please contact computing services for more information.
- 7.2.5 **Organization:** Follow the sequencing outlined elsewhere in this manual. All graduate documents must include the following pages: title page. Certification page with faculty signatures, disclaimer page, permission page. **Master's theses must include an abstract.**
- 7.2.6 **Pagination:** Normally, the front matter is paginated with lower case Roman numerals, and the body of the text and bibliography, appendixes, etc. are paginated with Arabic numerals. Students should review the final document to insure all pages are in the correct order, with no duplicates or omissions. The library will not check the page order of documents.

7.3 General Procedures

- 7.3.1 A final, clean version of the finished graduate school document should be presented to the Director of GSS, after the student has completed the entire process of manuscript preparation, has had the manuscript approved by the academic readers and examined by the technical readers, and has made all corrections to the manuscript, This final document should meet all the specifications outlined in the "Standards" section below.
- 7.3.2 The Director of GSS will sign the "Graduate School Document Form' (See) to indicate that all requirements of the graduate school and its various departments and programs have been met and the document is approved.
- 7.3.3 Buswell Memorial Library will have the final approved document, which contains the original Certification Page with the original faculty signatures, bound and placed in the Wheaton College Archives. The library also requires a second copy of this final approved document, which will be bound and placed in the general circulating collection of the library. The copy should be a complete duplicate of the approved document and should also be made on the same type of cotton-content paper.
- 7.3.4 The student should present two copies of the final document with original signatures, and the Graduate Document Form (Buswell Memorial Library) to the Secretary of Buswell Library. The student is expected to submit payment for all expenses at this time. A check made payable to Wheaton College is required.
- 7.3.5 The Library will not *make* any personal copies of the document for the student. However, the Library will be happy to send any personal copies provided by the student to the bindery with its monthly bindery shipment. If the student wishes to have bound personal copies of the finished document, the copies should be brought to the Library Administrative office at the time the student submits the two library copies with the Graduate School Document Form. There will be a charge for binding.
- 7.3.6 For the protection of the documents, it is requested that each copy be placed in a manila envelope with the author's name written on the outside. Please specify which copies are for the Library if

personal copies are also being provided.

- 7.3.7 If a graduate document has accompanying non-book materials, such as videos, computer discs, maps, transparencies, etc., the student should provide the library with two (2) copies of the materials, one for use with the Archives volume and one for use with the circulating volume.
- 7.3.8 At the Library Administrative Office, the final approved graduate document will be reviewed to insure compliance with the standards listed below. Costs will be determined as explained below in the "Payments" section. The student is expected to submit payment for all expenses at that time. A check made payable to Wheaton College is required.
- 7.3.9 If the student has provided personal copies of the thesis for binding, the student will be notified at a later date when the personal copies have been returned from the bindery. Please note that it can take up to eight (8) weeks for bound documents to be returned from the bindery, since items are sent and received only once a month. Please allow for this time lag in planning for uses of personal copies.

7.4 **Payment**

At the time the graduate document is delivered to the Library Administrative office for submission to the Library, payment will be expected for:

- 7.4.1 Binding of the two Library copies (the final approved document for the Archives and the second copy for the circulating collection) – Documents under 391 pages: \$35.00. Documents over 391 pages \$45.00.
- 7.4.2 Binding of personal copies which have been provided by the student - \$10.00 per copy
- 7.4.3 Extra bindery charges:
- width thicker than 2" - \$1.00 per inch extra, for each copy of the document
 - pockets for holding supplemental materials (maps, transparencies, etc.) - \$1.60 per copy
 - hand-trimming required (if tabs are used) - \$0.55 per copy
- Note:** These rates are subject to change if bindery charges to the library are altered. Other binding requirements of an unusual nature may require other extra bindery charges.
- 7.4.4 Mailing of personal copies (after return from bindery) if requested by the student: \$1.75 -per copy within the continental United States, "library rate", delivery within 10 days \$5.00 -per copy within the continental United States, "first class", delivery within 3-4days \$5.00 -per copy for overseas surface mail, delivery as long as 2-3 months

Unusual or special mailing requests will require additional charges, and substantial increases are incurred for overseas airmail.

Note: All fees are subject to change without notice.

When the Library administrative office notifies Academic Records and Services that the final graduate document has been received and all fees have been paid, the Registrar's office will certify the student for graduation.

7.5 **Page Sequence**

Follow the page sequence organization which is listed below:

Front flyleaf (blank page)

Title Page (see Appendix III)

Certification Page (see Appendix IV)

Disclaimer Page (see Appendix V)

Permission Page (see Appendix VI)

Dedication Page (optional)

Abstract

Table of Contents

List of Tables (for Empirical thesis)

List of Figures or Illustrations (for Empirical thesis)

Text (main body)

Appendices

Endnotes (if compiled at the end of the text)

Bibliography, Selected References, or Literature Cited

Back Flyleaf (blank page)

NOTE: Be sure to check your Department style guide; where your Department requirements differ from the above, the Department's list takes priority

8. SUGGESTED BIBLIOGRAPHY OF RESEARCH METHODS

- Agar, Michael H. (1986). Speaking of ethnography. Beverly Hills: Sage Publications..
- Bernard, H. Russell. (1988). Research methods in cultural anthropology. Newbury Park, CA: Sage Publications.
- Burt, Ronald S., & Minor, Michael J. (Eds.). (1983). Applied network analysis: A methodological introduction, Beverly Hills: Sage Publications.
- Cook, T.D., & Campbell, D.T. (1979). Quasi-experimentation: Design and analysis issues for Chicago: Rand McNally
- Dillman, D.A. (1978). Mail and telephone surveys: The total design method. New York: John Wiley & Sons.
- Ellen, R.F. (1984). Ethnographic research: A guide to general conduct. San Diego: Academic Press.
- Fetterman, David M. (1989). Ethnography: Step by step. Newbury Park, CA: Sage Publications.
- Fischer, Claude S. (1982). To dwell among friends: personal networks in town and city. Chicago: The University of Chicago Press.
- Fowler, F. J. Jr. (1987). Survey research methods. Beverly Hills: Sage Publications.
- Glaser, Barney G. & Strauss, Anselm L. (1967). The discovery of grounded theory – Strategies for qualitative research. Chicago: Aldine Publishing Co.
- Guba, E.G., & Lincoln, Y.S. (1989). Fourth Generation evaluation, Beverly Hills: Sage Publications..
- Hammersley, Marlyn, & Atkinson, Paul. (1983). Ethnography: Principles and practice. New York: Tavistock Publications.
- Kirk, Jerome, & Miller, Marc L. (1986). Reliability and validity in---qualitative research (Sage University paper series on qualitative research methods, vol 1). Beverly Hills: Sage Publications.
- Lincoln, Y.S., & Guba, E.G. (1985). Naturalistic inquiry. Beverly Hills: Sage Publications.
- Maguire, Lambert. (1983). Understanding social networks (Sage Human Services guide 32). Beverly Hills: Sage Publications.
- Marsden, Peter V., & Lin, Nan (Eds.). (1982). Social structure and network analysis. Beverly Hills: Sage Publications.
- Masden, David. (1983). Successful Dissertations San Francisco: Jossey-Bass Publishers.
- McCoy, F.N. (1974). Researching and Writing in History. Berkeley: University of California Press.
- Miles, Matthew B., & Huberman, A. Michael. (1984). Qualitative data analysis- A source book of new methods. Beverly Hills: Sage Publications.
- Patton, M.Q. (1980). Qualitative evaluation methods, Beverly Hills: Sage Publications.
- Spradley, James P. (1979). The ethnographic interview New York: Holt, Rinehart and Winston.
- Spradley, James P. (1980). Participant observation. New York: Holt, Rinehart and Winston.
- Strauss, Anselm, & Corbin, Juliet. (1990). Basics of qualitative research, Newbury Park, CA: Sage Publications.
- Van Maanen, John (Ed.). (1986). Qualitative research methods series. Newbury Park, CA: Sage Publications.
Note: This is an excellent series on the various aspects of qualitative research.

APPENDIX I
Thesis Proposal Title Page

WHEATON COLLEGE GRADUATE SCHOOL

Department Name

Thesis Proposal

Title of Thesis

by

Author's Name

APPROVED:

Dr. Jones, First Reader

Date

Dr. Smith, Second Reader

Date

Dr. White, Chair, Academic Affairs Committee

Date

WHEATON COLLEGE GRADUATE SCHOOL

**The Title Of Your Thesis:
In Title Case**

A Thesis Submitted To The Faculty Of The Graduate School In Partial
Fulfillment Of The Requirements For The Degree Of Master Of Arts

Department Name

by

Your Name

Wheaton, Illinois

Month and Year

Title of Thesis in Title Case
(2 inches below the top margin)

by
John Doe

Approved:

Dr. Smith, First Reader

Date

Dr. Jones, Second Reader

Date

Disclaimer

The views expressed in this thesis are those of the student and do not necessarily express the views of the Wheaton College Graduate School.

WHEATON COLLEGE
Wheaton, Illinois

Date _____ 19 ____

Title of Thesis in Title Case

Wheaton College

Name of Department

Master of Arts Degree

Permission is herewith granted to Wheaton College to make copies of the above title, at its discretion, upon the request of individuals or institutions and at their expense.

Signature of Author

Extensive quotation of further reproduction of this material by persons or agencies other than Wheaton College may not be made without the expressed permission of the writer.

**Buswell Library
Master's Thesis Form**

Last update: May 2009
library.admin@wheaton.edu

For assistance completing this form, please contact us at (630) 752-5101 or library.admin@wheaton.edu.

Your full name: _____

Academic department: _____

Full thesis title: _____

Signature of Director of Graduate Student Services: _____

Fees:

Required. TREN microfiche fee \$ _____

Enter \$25.00 if thesis is 391 or fewer pages
Enter \$35.00 if thesis is more than 391 pages
(Microfiche will be placed in college archives)

Required. Binding cost for one paper copy \$ 10.00
(Bound copy will be placed in library's circulating collection)

Optional. Binding cost for personal copies
Number of copies _____ times \$10.00 per copy \$ _____

Required if thesis is thicker than two inches:
Total number of copies _____ times \$1.00 per copy \$ _____

Required if pocket is needed for supplemental materials:
Total number of copies _____ times \$1.60 per copy \$ _____

Other special binding (consult with Buswell Library Office Coordinator):
Total number of copies _____ times special charge \$ _____

TOTAL THIS PAGE \$ _____

Continue to next page.

TOTAL FROM PREVIOUS PAGE \$ _____

If purchasing personal copies:

Number of personal copies _____ to be picked up from Buswell Library.

Provide name of contact person and phone number:

Personal copies be mailed to address within U.S., media rate

Enter number of copies _____ times \$1.75 per copy \$ _____

Personal copies to be mailed to address within U.S., first class

Enter number of copies _____ times \$5.00 per copy \$ _____

Personal copies to be mailed to non-U.S. address, surface mail

Enter number of copies _____ times \$5.00 per copy \$ _____

Other mailing (consult Buswell Library Office Coordinator)

Enter number of copies _____ times special charge \$ _____

Provide name and address for mailing label:

TOTAL CHARGES DUE \$ _____

To submit this form:

- Send paper form through campus mail, addressed to Office Coordinator, Buswell Library.
- Send paper form through postal mail, addressed to Buswell Library, Attn: Office Coordinator, Wheaton College, 501 College Avenue, Wheaton, IL, 60187.
- Deliver paper form in person to Room 225, Buswell Library. To ensure that we will be available when you arrive, please email library.admin@wheaton.edu or call (630) 752-5101 to make an appointment.
- Scan the completed form and email it to library.admin@wheaton.edu

To submit payment:

- Checks (payable to Buswell Library) may be sent through campus mail or postal mail, with envelope addressed as described above.
- Credit-card payments are accepted in person at Buswell Library.

**Instructions for
Final Submission of Master's Theses
Buswell Memorial Library, Wheaton College**

last update: May 2009
library.admin@wheaton.edu

The following steps must be completed before the library will notify your department that you are formally eligible for graduation. If you have any questions or need help, please contact us at library.admin@wheaton.edu or phone (630) 752-5101.

1. Ensure that your thesis is complete and formatted properly

Front matter: Your thesis must contain the following pages, in this order: title, certification (signed by your faculty advisors), disclaimer, abstract, table of contents.

Margins: 1 ½ inches on the left side of each page, 1 inch on the other three sides.

Pagination: Paginate front matter using lowercase roman numerals (i, ii, iii, iv and so forth). Paginate the body of your thesis, including bibliography, appendixes, etc., using arabic numerals (1, 2, 3, and so forth). Use your word processor's tools for creating tables of contents and cross references in order to ensure that pagination remains consistent when you create the PDF file in step #2, below.

Formatting: To align text, use tabs instead of the space bar. Insert page breaks to start a new page. Use section breaks to change the format between pages.

2. Convert your thesis to PDF format and email a copy to library.admin@wheaton.edu

If you are using Adobe to create the PDF file, use Acrobat Distiller to create the highest-quality PDF. Do not use Adobe Acrobat Writer. (Distiller comes with the full version of Adobe Acrobat.)

If you do not have access to PDF creation software, use the free service available at <https://createpdf.adobe.com> (click on "Trial Subscription").

Carefully examine the entire PDF file, checking in particular the appearance of all fonts and page breaks.

In the PDF version, the certification page can be unsigned.

Buswell Library will forward a PDF copy of your thesis to the Theological Research Exchange Network (see step #3, below).

3. Submit the following items to Buswell Library

- a) Buswell Library thesis form, available from the Director of Graduate Student Services.
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

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PROOFREADERS' MARKS

Symbol	Meaning	Example
Ø or ø or o/	delete	take it out
○	close up	print as <u>o</u> ne word
Ⓞ	delete and close up	clo <u>se</u> up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put one <u>h</u> ere
eg#	space evenly	space evenly <u>^</u> <u>^</u> where <u>^</u> indicated
stet	let stand	let marked text stand as set
tr	transpose	change <u>order</u> <u>the</u>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	<u>[</u> too far to the right
]	set farther to the right	too <u>]</u> far to the left
~	set as ligature (such as)	encyclo <u>~</u> pædia
=	align horizontally	<u>align</u> ment
	align vertically	<u> </u> align with surrounding text
x	broken character	im <u>per</u> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓢ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set Y outh as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
rom	set in roman	set <u>mensch</u> as mensch

bf	set in boldface	set <u>important</u> as important
= or -/ or  or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	$\overset{2}{\pi}$ as in πr^2
∧	subscript or inferior	$\underset{2}{\text{H}}$ as in H_2O
 or 	centered	 for a centered dot in $p \cdot q$
	comma	
	apostrophe	
	period	
; or ;/	semicolon	
: or 	colon	
 or 	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or \perp ¹	push down a work-up	an unintended mark
 ¹	turn over an inverted letter	inve tt ed
wf ¹	wrong font	wrong si <u>z</u> e or style

¹The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.

S. Proofreaders' Marks

OPERATIONAL SIGNS

- \mathcal{J} Delete
- C Close up; delete space
- P Delete and close up (use only when deleting letters *within* a word)
- stet* Let it stand
- # Insert space
- eg#* Make space between words equal; make space between lines equal
- hr#* Insert hair space
- ¶ Begin new paragraph
- \square Indent type one em from left or right
- \square Move right
- \square Move left
- JL Center
- \square Move up
- \square Move down
- fl* Flush left
- fr* Flush right
- = Straighten type: align horizontally
- || Align-vertically *type*
- tr* Transpose *N*
- Ⓢ Spell out
- ┌ Rebreak

no # No paragraph
Run in
indents whole section

TYPOGRAPHICAL SIGNS

- ital* Set in italic type
- rom* Set in roman type
- bold* Set in boldface type
- lc* Set in lowercase /
- caps* Set in capital letters =
- sc* Set in small letters
- wf* Wrong font; set in correct type
- \vee Insert here *or* make superscript
- \wedge Insert here *or* make subscript
- u/lc* *Upper i; lower case*
- ~~*reset broken letters*~~
- reset broken letters*
- X PUNCTUATION MARKS

- \uparrow Insert comma
- $\checkmark \checkmark$ Insert apostrophe or single quotation mark
- $\text{“} \text{”}$ Insert quotation marks
- ∘ Insert period
- ? Insert question mark
- ; Insert semicolon
- ⋮ Insert colon
- $\frac{i}{h}$ Insert hyphen
- $\frac{i}{m}$ Insert em dash
- $\text{€} \text{≠}$ Insert parentheses
- # *insert slash*

au: question to author
 \vee *superior figure 1*
 \wedge *inferior figure 2*

T. IVP

A
 A.D. (p)
 cap
 adverti
 advise
 advise
 Africa
 a.m.
 antich
 apostl
 apostl
 apper
 Arian
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 Asiar
 Arya
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 aton
 a wh
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B
 B.C.

bac
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