

Educational Technology Department Style Guide

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Introduction

The *Style Guide for a Master's Thesis* is designed to help you meet the professional standards required for a thesis to be accepted by New Jersey City University. You will save hours of needless reformatting time by using this *Style Guide* as soon as you start writing your proposal.

The Mechanics of the Thesis

Technology Considerations

Word Processing Programs

Word processing programs currently in use with which you are likely to have the fewest problems include Microsoft Word and Word Perfect on the PC and Microsoft Word and WordPerfect on the Mac.

Learn to use the basic features of your software program effectively: left and right margins, top and bottom margins, tabs, line spacing, block indents (used for long quotes), forced page breaks, widow and orphan lines, and automatic page numbering. Using these automatic features rather than performing manual functions will facilitate editing as your advisor returns your edited text. Obvious wastes of time include manually inserting page numbers when an automatic header would do the job more efficiently, and manually indenting each line of a long quote when block indent would do the job far more effectively.

Use your spell check feature--but do not rely on it solely. Spell check does not distinguish between a word that is spelled correctly (such as *the*) and the word you intended (such as *them*). Proofreading is still important.

Today's word processing programs also make the production of tables an easy job to master. Take the time to learn how to use this word processing feature effectively.

One of the most important habits to get into is to ALWAYS MAKE A BACKUP COPY OF YOUR PROPOSAL AND YOUR THESIS. It is not enough to simply store the document on the hard disk. Make a backup copy on a floppy disk.

Some sample file names for use in storing your proposal and thesis include:

ABSTRACT	Abstract
ACK	Acknowledgment
APPENA	Appendix A
APPENB	Appendix B (etc.)
BIBLIO	Bibliography
CHAP1	Chapter 1
CHAP2	Chapter 2 (etc.)
PROPOSAL	The body of the proposal
THANKS	Thank you letters to interviewees, etc.
TITLE	Title page
TOFC	Table of Contents

Typefaces

Use a typeface that is 12 point for the manuscript. Use a typeface that is serif (such as the text in this guide--Times New Roman). It is recommended that you select one size for your typeface. Changing the size of the typeface makes pagination much more difficult.

Bold type should never be used in a manuscript. Avoid using italics. Use underlining for book and periodical titles, definitions, statistical symbols, and side headings, as well as for emphasis.

Do not justify the right margin of your text.

Corrections

With the advent of word processing, no proposal or thesis should contain pen corrections.

There might be occasions, especially in Appendix entries, when you might need to modify or “cut and paste” materials. Do not submit a page with white-out on it because the white-out can chip off over time. Similarly, do not submit a page with labels or paste-up section. These can separate from the page over time. If any of these techniques must be used, photocopy the page and use the copy in place of the corrected page. The quality of the new page should be the same as the rest of the thesis.

Printers

Use a high-quality printer such as a laser, a bubble jet, or an ink jet printer. Your printer *must* produce consistently black letters. Do NOT submit text in draft print mode. Print in high quality output.

If you are using a printer that uses a toner or ink cartridge, it is an excellent idea to buy an extra one as back-up. People who have gone through the process will tell you that cartridges always seem to run out at the most inconvenient times, such as a Sunday night at 11 PM!

Paper

Use 8½" x 11" white paper. Submit your text in a single-sided format. All pages of the thesis must be the same size. The paper you use for the final version of your thesis should be printed on 20- to 24-pound bond paper. Do not use erasable bond paper.

Format

Margins

Left margin: 1½ inches. All pages should have a one-and-a-half inch left margin including the Table of Contents, Bibliography, Appendices, photographs, tables, lists, and charts.

Right margin: 1 inch.

Top margin: The first page of the following sections begins 2 inches from the top of the page: Acknowledgments, Table of Contents, List of Tables, each new chapter, Bibliography, and Appendices.

Because you will be putting the page number at the top upper right location, the rest of the pages will have a ¾ inch top margin. After you triple space down from the page number, the text will wind up positioned 1 inch from the top of the paper.

Bottom margin: 1 inch, except for those pages with page numbering at the bottom (such as the Acknowledgment, Table of Contents, and List of Tables). The page number for these should be ¾ of a inch from the bottom of the paper.

Line Spacing

Double space the entire manuscript with these exceptions, which are single spaced:

1. titles, headings, and subheadings of more than one line
2. block quotations
3. column headings in tables
4. bibliography entries (single space the entry; double space between the entries)

Spacing after Punctuation

1. Space *two* times after each end-of-sentence punctuation.
2. Space *two* times after an enumeration colon.
3. Two spaces follow the period separating the sections of a bibliographic reference.
4. No space follows internal periods within an abbreviation, such as F.B.I. or 3:15 p.m.

Hyphens and Dashes

Do not hyphenate words at the ends of lines, unless the word or phrase itself always uses a hyphen (like mother-in-law). You may *never* hyphenate a proper noun or title.

A dash is simply two hyphens typed right next to each other, with no space before or after the dash.

Paragraphs

Indent the first line of a paragraph one-half inch. The length of a paragraph should not exceed three-quarters of a page. Conversely, avoid using paragraphs of one sentence.

Widow and Orphan Lines

A “widow” line occurs when just the last line of a paragraph is carried over to the top of the next page. An “orphan” line occurs when just the first line of a paragraph appears at the bottom of a page. Both of these occurrences should be avoided. Most word processing software packages have a feature that you can activate that will keep widow and orphan lines from happening.

Pagination

The title page is not numbered. The next pages up to Chapter 1 are numbered using small Roman numbers, centered, $\frac{3}{4}$ of a inch from the bottom of the paper. Pages numbered using this format would include Acknowledgments, Table of Contents, and List of Tables.

Beginning with page 1 of Chapter I, Arabic numbers are used and are continuous throughout the entire document including the Bibliography and Appendices. The page number goes at the top upper right location, $\frac{3}{4}$ inch from the top of the page. After you triple space down from the page number, the text will wind up positioned 1 inch from the top of the paper.

Other Numbering Conventions

Chapters are numbered with Roman numbers (such as Chapter V) and Appendices are designated with capital letters (such as Appendix C). When a number begins a sentence, spell it out (such as “Ten children went to the park.”).

Tables

A table should be inserted into the text as soon after it is first referred to, where it will fit in its entirety on one page. If tables are short, you may have more than one table on a page (such as a short table, followed by a discussion, then a second short table).

Other Textural Procedures

Block Indented Quotations

A long quote is defined as four or more typed lines of quoted material. A long quote should be indented a half inch from the left and right margins, typed in single line spacing, and quotation marks should not be used.

Citations in Text

The way you cite an author in your thesis depends upon the context. If you are quoting directly, use quotation marks for a short quote or follow the rules in “Block Indented Quotations” for a long quote. If you are simply referring to someone or paraphrasing someone, you could say, for example, that Ryan (1995) was the first to conclude that...

Using Nonstandard Items in the Thesis

Freehand Drawings or Lettering

Freehand drawings or lettering should be used sparingly. If you use them, they should be done in black ink only so that they will reproduce well.

Reduction of Tables and Other Materials

If a table, appendix, illustration, or graph is too wide, too long, or both, to fit within the specified margins, have it reduced. Whenever possible, avoid inserting tables that must be read by turning the thesis sideways. If this is unavoidable, be sure to insert the material with the heading *to the left*, keeping a 1½ inch top margin.

All material should be the same size as the paper used to print the thesis--8½ inches by 11 inches.

Organization of the Thesis

Parts of the Proposal

The proposal is that part of the process in which you clearly explain the research you intend to carry out. The parts of the proposal are:

- Title Page
- Table of Contents
- Section I--The Problem and Its Setting
- Section II--Review of Related Literature
- Section III--Method
- Bibliography
- Appendices

Parts of the Thesis

Sections I, II, and III of the proposal become Chapters I, II, and III of the thesis. The parts of the thesis are:

- Title Page
- Acknowledgments
- Table of Contents
- List of Tables (if applicable)
- Chapter I--The Problem and Its Setting
- Chapter II--Review of Related Literature
- Chapter III--Method
- Chapter IV--Findings
- Chapter V--Discussion
- Chapter VI--Summary, Conclusions, and Recommendations
- Bibliography
- Appendices

Title Page

The steps in designing a title page are found in Appendix A. A sample title page is found in Appendix C. You are required to follow that format exactly.

Acknowledgments

This is the section in which you thank those people who helped you, such as interviewees, professors, and your family. This section should be no longer than one page in length.

Table of Contents and List of Tables

The steps in designing a Table of Contents and a List of Tables are found in Appendix A. Sample pages are found in Appendix C. You are required to follow those formats exactly.

The Table of Contents should be as comprehensive as possible. All headings and subheadings should appear in the Table of Contents *exactly* as they appear in the text, up to and including Level 2 headings. Each level gets indented $\frac{1}{4}$ of an inch. The following illustrates this:

II. RELATED LITERATURE	<i>(Chapter Title)</i>
Studies Dealing with the Monarchy	<i>(Level 1 Head)</i>
In England	<i>(Level 2 Head)</i>
In France	<i>(Level 2 Head)</i>
Studies Dealing with Historical Research	<i>(Level 1 Head)</i>

If there are tables in your thesis, you must supply the reader with a List of Tables showing the tables that appear in your thesis and that page on which each appears. However, photographs, maps, freehand drawings, sheet music, and other illustrations are placed in the Appendix.

Order of Sections/Chapters

A proposal is treated like one long document and the divisions are called Sections. A thesis is organized like a book and the divisions are called Chapters. Below are some of the more frequently occurring topics within each section/chapter. Sections/Chapters I, II, and III have standard, traditional formats that should be followed. Sections/Chapters IV, V, and VI are not “set in stone” and you and your advisor should modify the categories to best fit your research.

- Section/Chapter I--The Problem and Its Setting
 - Background
 - Purpose
 - Research Questions
 - Need for the Study
 - Definitions
 - Delimitations
- Section/Chapter II--Review of Related Literature
 - Here you would design Level 1 headings to fit the topic being researched (see the illustration at the top of this page)
- Section/Chapter III--Method
 - Design of the Study
 - General Procedures
 - Documents Used in the Study
 - Issues Regarding (your topic)
 - Resources
 - Procedures for Analyzing Materials
 - Data Collection
 - Data Analysis
- Chapter IV--Findings
 - Data Categorization
 - Data Discussion
- Chapter V--Discussion
 - (Discussion of the Findings)
- Chapter VI--Summary, Conclusions and Recommendations
 - Summary of the Related Literature, Method, and Findings sections
 - Conclusions
 - Recommendations

Bibliography

The steps in designing a bibliography are found in Appendix A. A sample bibliography page is found in Appendix C.

Appendices

Each appendix should have a heading at the top of the first page that includes its appendix letter (APPENDIX C) and title (for example, DATES OF THE SITE VISITS). A title page does not need to precede each appendix. As you insert and delete appendices, be sure to update the appendix letters in the table of contents, the text, and the appendix. The “Find” feature of your word processing software will be extremely helpful here.

Final Considerations

Submission of the Thesis

After your thesis has been approved, you are required to submit three copies to the Graduate Office. These copies should be identical in content and format.

The final thesis should also be preceded by an abstract of not more than 350 words. The abstract follows the same format as the thesis and is submitted with the thesis, but does not appear in the thesis.

The Final Copy of the Thesis

The final copy of your thesis *must* be printed single sided on 20- to 24-pound bond paper. Any other materials must be photocopied on the same paper used for the thesis.

APPENDIX A
CHECKLIST FOR PROPOSAL AND THESIS

General Formatting

- _____ Sequence of the Sections/Chapters follows the Style Guide
- _____ Serif typeface--Times New Roman or Courier
- _____ Darkness adequate for original and copies
- _____ Left margin: 1½ inches; Right margin: 1 inch
- _____ All centering is between the left and right margins
- _____ Top and bottom margins follow Style Guide directives
- _____ Lower-case Roman page numbers for the Acknowledgments; Table of Contents; and List of Tables; centered between the left and right margins; ¾ inch from the bottom of the page
- _____ Right-hand margin of text is unjustified
- _____ Spacing is standard
- _____ Heading for a new chapter begins 2 inches from the top of the page

Title Page

- _____ Format shown in Appendix C
- _____ 1¼ inch top margin
- _____ Title in call caps, centered, inverted pyramid style, 4 inches from the top of the paper
- _____ Candidate's name centered, 5½ inches from the top of the paper, followed by a blank line, then the candidate's official program, centered

_____ Bottom-of-page information centered; ending 1 inch from the bottom of the paper

_____ Year should be the official year of graduation

Table of Contents

_____ Format shown in Appendix C

_____ 2-inch top margin

_____ Page numbers are aligned on the right with NO leader dots

_____ Page numbers agree with text locations in the body of the thesis

_____ Roman chapter numbers are indented $\frac{1}{2}$ inch and line up along with right side

_____ Chapter titles are indented $\frac{1}{2}$ inch from the Roman numbers

_____ First-level headings are indented $\frac{1}{4}$ inch from the chapter titles; second-level headings $\frac{1}{4}$ inch from the first level, etc.

_____ Vertical spacing is exactly the same as the example in the Style Guide

_____ Headings in the Table of Contents are *exactly* the same as in the text

List of Tables (if any)

_____ Format shown in Appendix C

_____ 2-inch top margin

_____ Each title is single-spaced, with a double space between

_____ Table numbers are aligned on the right

_____ Titles in the List of Tables are *exactly* the same as in the text

Text

_____ Pages 1 through 10 show how the text should be laid out

- _____ First page of each chapter: 2-inch top margin; CHAPTER X, centered, all caps; then double space; TITLE, centered, all caps; then two blank lines; then begin the text
- _____ Two blank lines before every heading and two blank lines after every heading
- _____ Headings longer than 3 or 4 inches should be divided into equally long lines
- _____ Paragraphs are indented ½ inch
- _____ Paragraphs are double spaced, except for block indented quotations
- _____ Block quotations are indented ½ inch on both the left and right sides; single space block quotations
- _____ Text *cannot* extend below the 1-inch bottom margin; if there is a heading near the bottom of the page, there must be room for two lines of typed text; otherwise, move it to the top of the next page
- _____ Two blank lines before and after every table

Bibliography

- _____ Format shown in Appendix C
- _____ 2-inch top margin
- _____ Each entry is single spaced, with a double space between
- _____ Hanging indent format; the second and subsequent lines are indented ½ inch, the same as paragraphs in the text
- _____ 1-inch bottom margin; do not split entries; if the entry will be split, move it to the top of the next page
- _____ Second and subsequent entries for the same first author(s) begin with 10 underscored characters (regardless of the length of the author's name)
- _____ Entries should be in strict alphabetical order
- _____ Format is consistent throughout

Appendices

- _____ 2-inch top margin for first page of each new appendix
- _____ First page of each appendix: 2-inch top margin; APPENDIX X, centered, all caps; then double space; TITLE, centered, all caps; then two blank lines; then begin the text
- _____ Titles match the Table of Contents and text *exactly*
- _____ Letters attributed to the appendices match exactly in the Table of Contents, the text, and the APPENDIX section

APPENDIX B
EDITOR'S AND PROOFREADER'S SYMBOLS

Instruction	Editing Marks (in the line only)	Proofreading Marks (in the line and in the margin)
delete	Boulder s campus events	Boulder s campus events
delete and close up	Bou lder campus events	Bou lder campus events
replace	^{Denver} Boulder campus events	Boulder campus events
insert	^{campus} Boulder events	Boulder events
insert and close up	Boulde ^r campus events	Boulde campus events
transpose	Boulder (events campus)	Boulder (events campus)
insert space	Boulder campus [#] events	Boulder campus events
insert hair space	"Boulder campus 'events' [#] "	"Boulder campus 'events' [#] "
close up extra space	Boulder ^o campus events or Boulder ^o campus events	Boulder ^o campus events or Boulder ^o campus events
insert line space	[#] Boulder campus events Denver campus events	Boulder campus events Denver campus events
delete line space	Boulder campus events Denver campus events	Boulder campus events Denver campus events
equalize spacing	Boulder today	Boulder today
run on/no new paragraph	She runs. ^o He jogs.	She runs. ^o He jogs.
new paragraph	She runs. [¶] He jogs.	She runs. [¶] He jogs.
line break	She runs. []] He jogs.	She runs. []] He jogs.
instructions (don't set what's circled)	Boulder campus events ^(which?)	Boulder campus events ^(which?)

APPENDIX C
SAMPLE PAGES

On the next four pages you will find the following sample pages:

- Page 17 -- Title Page
- Page 18 -- First page of the Table of Contents
- Page 19 -- List of Tables
- Page 20 -- First page of the Bibliography

Advisor: Dr. Mary Smith

THIS IS THE TITLE OF YOUR THESIS
IN INVERTED PYRAMID FORMAT

William C. Brown

Submitted in partial fulfillment
of the requirements for the degree of
Master of Arts in Educational Technology
New Jersey City University
2000

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