



# Thesis Guide

## Instructions for Preparation and Submission

The Graduate School  
Columbus State University  
Tucker Hall  
Columbus, GA 31907  
706-507-8640

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## TABLE OF CONTENTS

<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 SUBMISSION PROCEDURES AND DEADLINES</b>	<b>3</b>
2.1 Initial Format Review	3
2.2 Institutional Final Submission Guidelines	3
2.3 Restricting Access to the Digital Archive	4
<b>3 GENERAL FORMATTING REQUIREMENTS</b>	<b>4</b>
3.1 Page Size	4
3.2 Margins	4
3.3 Justification	5
3.4 Page Numbering	5
3.5 Landscape-Oriented Pages	5
3.6 Line Spacing	5
3.7 Font	6
3.8 Headings and Subheadings	6
3.9 Widows and Orphans	6
3.10 Tables and Figures	6
3.11 References	7
3.12 Appendices	7
<b>4 ORGANIZATION OF THE THESIS</b>	<b>7</b>
<b>5 GUIDELINES FOR THE PRELIMINARY PAGES</b>	<b>8</b>
5.1 Title Page	8
5.2 Copyright Page	8
5.3 Approval Page	9
5.4 Signature Page	9
5.5 Abstract Page	9
5.6 Dedication Page	9
5.7 Acknowledgments Page	9
5.8 Table of Contents	9
5.9 List of Tables	10
5.10 List of Figures	10
5.11 Abbreviations	10

**6 SAMPLE PAGES** 

---

**10**

6.1 Title Page	11
6.2 Copyright Page	12
6.3 Approval Page	13
6.4 Abstract Page	14
6.5 Dedication Page	15
6.6 Acknowledgments Page	16
6.7 Table of Contents	17
6.8 List of Tables Page	18
6.9 List of Figures Page	19
6.9 Signature Page	20

**7 APPENDICES** 

---

**21**

7.1 Appendix A: Thesis & Dissertation Submission Approval Form	22
7.2 Appendix B: Format Review Form	23

## 1. INTRODUCTION

This guide provides specific format requirements for the preparation and submission of your official graduate thesis at Columbus State University. These guidelines are intended to be the final word on the uniform style that theses must possess. You should conform to the convention of your discipline's style manual as well as the recommendations of your advisor and committee for detailed editorial advice. The Thesis Guide is frequently updated, and it is the student's responsibility to obtain the most recent edition to be sure that his or her document follows the current and acceptable format. The rules set forth in this guide take precedence over any previous publications issued by the Graduate School. Please do not consult or rely on older bound copies of theses that may be available in your department. Questions regarding the format of the thesis not adequately answered in these instructions should be directed to thesis chair and/or the graduate coordinator.

## 2. SUBMISSION PROCEDURES AND DEADLINES

### 2.1 Initial Format Review

All students are required to provide one complete copy of the thesis to their chair and/or the graduate coordinator by the initial format review deadline as established by the department or college. It is not necessary to have defended your thesis by the initial format review deadline, but it does have to be a complete, formatted draft. If it has been determined that your document requires formatting corrections, these corrections must be completed prior to the final submission in order to be awarded the degree.

### 2.2 Institutional Final Submission Guidelines

Your thesis may be printed and bound only after the following requirements have been met:

- Your thesis has been successfully defended;
- All revisions have been completed;
- All formatting corrections identified by the thesis chair have been made;
- The Format Review Form (see appendix 7.5) has been signed and completed; and
- The Columbus State University Thesis and Dissertation Submission Approval Form ([https://library.columbusstate.edu/docs/csu\\_etd\\_approval.pdf](https://library.columbusstate.edu/docs/csu_etd_approval.pdf)) has been completed and sent to the library.

Submit your thesis electronically in PDF format to the CSU print shop. The library will need two bound copies. Your department may require one. The student is responsible for letting the print shop know how many total copies are needed. Only the two library copies must be on 100% cotton bond paper.

Library copies will be delivered to the library by the print shop; these will be made public. Students should arrange with the print shop to have other copies either picked up or delivered.

**Please note:**

**You will not receive your degree until the library receives your bound copies of the thesis and the CSU Thesis and Dissertation Submission Approval Form.**

**2.3 Restricting Access to the Digital Archive**

The Columbus State University library's ePress publishes your work to the internet, making it publicly available and affording you a better chance of citation and use by the scholarly community. If you wish to restrict access to the distribution of your document, you must complete the proper sections in the Columbus State University Thesis and Dissertation Submission Approval Form before submitting the thesis. All temporary embargos of no more than two years must be done at the time of submission; no restrictions will be placed on public access to the document after thesis has been submitted.

**3. GENERAL FORMATTING REQUIREMENTS**

Regardless of the style used by each discipline, degree, and department, the final draft of the thesis must comply with all the institutional requirements described in this formatting guide.

You are responsible in the preparation of your thesis for proofreading and editing the final version of your document, thus it is ultimately your responsibility to present for approval a document of professional quality and free of errors. Columbus State University does not prescribe a particular style of writing, but departments and committee members often do. Students must consult their thesis chair and/or the graduate coordinator to determine the internal arrangement within the text and reference sections, and on matters of style and style manual. Theses must be printed on one side of the page only (single-sided). The following sections specify the general institutional format and organization that must be followed in preparing the final copy of your thesis. Students must complete the Format Review Form and submit the form to the thesis chair or thesis committee for their signatures.

**3.1 Page Size**

All pages of a thesis must be printable on the standard U.S. paper size: 8.5 x 11 inches.

**3.2 Margins**

Margins must be consistent throughout the document (they should be exactly the same on each page of the same type). Centering is always done relative to the text area (i.e., within the margins), not the page edge.

Side Margins: The left margin must be set at 1 inch for all pages. The right margin must be set at 1 inch for all pages. Please note that the side margins apply to your tables, figures, appendices, and other textual apparatus as well.

Top Margin: The top margin must be set at a minimum of 1 inch for all pages.

**Bottom Margin:** The bottom margin must be set at 1 inch. Text must not fall below the 1-inch bottom margin, including footnotes when they appear at the bottom of the page.

### **3.3 Justification**

The preferred justification is the default “ragged-right,” with your type aligned on the left and unjustified on the right. You may fully-justify your type (creating extra spacing between words so that the text is perfectly aligned along the left and right margins) only if the resulting spacing is pleasing and not excessive.

### **3.4 Page Numbering**

The title page, copyright notice, approval page, and abstract should not physically display a page number. The first page of the document that should physically display a page number should be the dedication or acknowledgments (it may also be the table of contents if the student chooses to omit the dedication and/or acknowledgments). This page will show a Roman numeral iv (not a Roman numeral v, as the abstract is not technically assigned a page number). Subsequent preliminary pages will be assigned consecutive Roman numerals (v, vi, vii...). The first page of the introduction or first chapter will begin with an Arabic numeral 1. Subsequent text will then be assigned consecutive Arabic numerals (2, 3, 4...).

Placement of page numbers must be consistent throughout the document, whether they are Roman numbers in the preliminary pages or Arabic numbers in the text. Page numbers are placed in the top right-hand corner of your header. Please do not insert page numbers in the left side of your header.

### **3.5 Landscape-Oriented Pages**

Page numbering for landscape-oriented pages must be set for the best on-screen readability, thus page numbers should appear in the correct position (consistent with the position of your other page numbers) when the page is viewed on a screen. This is usually what word processing software does by default when pages are changed to landscape layout within a document.

**NOTE:** Landscape pages are turned so that they are portrait-oriented in bound copies.

### **3.6 Line Spacing**

The body of the thesis, the abstract, and the acknowledgments must be double-spaced. Single spacing is allowed only in the following text:

- the abstract index words
- footnotes
- block quotations
- tables and figures and their captions
- bibliography/reference entries (if single spaced, double-space between entries).

### 3.7 Font

**Font Size:** The body of the thesis, the abstract, and the acknowledgments must be in 12-point font. No font size larger than 12 point is acceptable throughout the body of the thesis. A smaller font size is permitted only in the following cases: footnotes, subscripts, tables, figures, documents reproduced illustratively and portions of the main text where the content absolutely requires a different font (e.g., computer code, different voices in a dialogue, etc.)

**Font Type:** The entire thesis, including figure and table captions and all page numbers, must be typed in the same font style. The selection of the font type is very important. The font type should be one normally associated with a standard word processing program. Non-typical or nonstandard fonts may not survive the conversion into PDF format or may cause the document to be excessively large. Anyone who is in doubt about the suitability of a font style should contact the thesis chair and/or the graduate coordinator for assistance.

### 3.8 Headings and Subheadings

Columbus State University does not set specific style standards for the format of chapter headings and subheadings except for font size. Students should refer to the standards set by their department's choice of style manual. Regardless of the formatting style chosen, Columbus State University does require that the style be applied consistently to all headings and subheadings throughout the document.

### 3.9 Widows and Orphans

No heading or subheading can appear at the bottom of a page with less than two lines of text underneath. If this occurs, the heading must be pushed to the top of the next page. In addition, the first or last line of a paragraph cannot be isolated by a page break.

### 3.10 Tables and Figures

All figures and tables must fit within the margins described earlier in the manual. Large tables and figures must be reduced in size in order to meet the margin requirements. However, captions and page numbers should still appear at a normal size. Tables and figures may be rotated 90 degrees so that the bottom of the table or figure runs along the right edge of the page.

**Numbering:** Figures and tables must be uniquely numbered in one of the following two manners:

- consecutive numbering throughout the thesis,
- associated chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, etc.

Placement: A table or figure may be in one of the following positions:

- embedded in the text (should not have excessive blank space above or below the figure/table)
- placed on a separate page immediately following the text where it is first cited (no extra space should be left at the bottom of the previous page; the text should run continuously),
- at the end of its respective chapter
- Tables and figures should not be found entirely at the end of the document.

Table Captions: The number and caption of a table must be placed above the table. The table and the associated caption must appear in the same page as the table. Captions must be formatted in a consistent style throughout your document.

Figure Captions: The number and caption of a figure must be placed below the figure OR on a separate page preceding the figure. Captions must be formatted in a consistent style throughout your document.

### **3.11 References**

The title of this section is treated like those of all other sections/chapters. Format the entries according to your department or discipline's choice of style manual.

### **3.12 Appendices**

Appendices should be placed after the bibliography and must fit within the required margins, even if they contain reproduced content or tables and figures. Appendices must be listed in the Table of Contents. If only one appendix is used, the title is "Appendix," not "Appendix A."

## **4. ORGANIZATION OF THE THESIS**

All theses are organized into three sections: the preliminary pages, the text, and the back matter. The list of the pages within each section and the order in which they should appear is as follows:

### **1. Preliminary Pages**

- Title Page (required)
- Copyright Page (required)
- Approval Page (required)
- Abstract (required)
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents (required)
- List of Tables (required if tables used)

- List of Figures (required if figures used)
- List of Abbreviations (optional)

## 2. Text

- Introduction (if appropriate)
- Main Text (divided into numbered chapters or sections)

## 3. Back matter

- Endnotes (unless footnotes are used)
- Bibliography/References
- Appendices

# 5. GUIDELINES FOR THE PRELIMINARY PAGES

## 5.1 Title Page (required for every thesis)

The title page should not display a page number and MUST BE formatted precisely like the sample found in section 6 of this guide entitled “Sample Pages.” The year listed in the title page is your graduation year, and the degree listed must be chosen from the following list of official degree titles (DO NOT abbreviate the degree or add your department name to the degree):

- Doctor of Education
- Education Specialist
- Master of Arts in Education
- Master of Arts
- Master of Arts in Teaching
- Master of Business Administration
- Master of Education
- Master of Fine Arts
- Master of Music
- Master of Public Administration
- Master of Public Safety Administration
- Master of Science
- Master of Science in Nursing

## 5.2 Copyright Page (required for every thesis)

The copyright page should not display a page number and MUST BE formatted precisely like the sample found in section 6 of this guide entitled “Sample Pages.” You automatically own the copyright on your thesis by virtue of the fact that you wrote it. It is not necessary to register the copyright with the Library of Congress in order to protect your exclusive right to the material in the document, but you may obtain this service for an additional fee through the Library of Congress (<https://www.copyright.gov/>).

### **5.3 Approval Page (required for every thesis)**

The approval page should not display a page number and MUST BE formatted precisely like the sample found in section 6 of this guide entitled "Sample Pages." The approval page includes the names of all the committee members as well as your month and year of graduation, but will not contain their signatures.

### **5.4 Signature Page (required for every thesis)**

The signature page is the hard copy form you will have signed by your committee members and turned in to the CSU Print Shop to be bound as the last page of the thesis.

### **5.5 Abstract (required for every thesis)**

The abstract page MUST BE formatted precisely like the sample found in section 6 of this guide entitled "Sample Pages." The abstract is a statement of the problem, the procedure or methods, and the results and conclusions. The abstract must also include a list of index words related to the topic and which can be used to find the document when searching the library's database. The maximum word-count for the abstract paragraph (not including the index words) is 150 words for theses and it should be double-spaced. No page number is assigned to the abstract.

### **5.6 Dedication Page (optional)**

If the student chooses to include a dedication page, it will be the first page to display a page number and MUST show a lowercase roman numeral iv. All preliminary pages that follow the dedication will show consecutive roman numerals. The dedication should not be listed in the Table of Contents.

### **5.7 Acknowledgments Page (optional)**

If the student chooses to include an acknowledgements page, it will display a lowercase Roman numeral page number and must be listed in the Table of Contents.

### **5.8 Table of Contents (required for every thesis)**

The Table of Contents is the map to your document. Each entry must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. A complete Table of Contents, including correct page numbers for each of the entries is required for the initial format check. The Table of Contents should be formatted so that the page numbers for each of the entries align perfectly along the far right margin. This is best accomplished by inserting a table of contents using the Table of Contents tool in Word. The Table of Contents should not appear as an entry in the Table of Contents.

**5.9 List of Tables (required if tables are used in the thesis)**

The List of Tables must be formatted to match the Table of Contents. Each entry must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. The List of Tables must be listed in the Table of Contents.

**5.10 List of Figures (required if figures are used in the thesis)**

The List of Figures must be formatted to match the Table of Contents. Each entry must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. The List of Figures must be listed on the Table of Contents.

**5.11 Abbreviations (optional)**

Abbreviations must be listed in the Table of Contents and will use a Roman numeral.

**6. SAMPLE PAGES**

This section contains samples/templates of the preliminary pages that are to be included in your thesis. The spacing of the examples on each of the sample pages should be followed to the best of your ability. Please match the general structure as closely as possible and follow the wording exactly.

6.1 TITLE PAGE

COLUMBUS STATE UNIVERSITY

FEDERAL SUBSIDIES AND STATE FINANCING OF PUBLIC EDUCATION IN  
RURAL GEORGIA, 1950-1964

A THESIS SUBMITTED TO  
THE COLLEGE OF LETTERS AND SCIENCE  
IN PARTIAL FULFILLMENT OF  
THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF ARTS

DEPARTMENT OF HISTORY AND GEOGRAPHY

BY

JAMES G. ROBESPIERRE

COLUMBUS, GEORGIA

2012

## 6.2 COPYRIGHT PAGE

Copyright © 2012 James G. Robespierre

All Rights Reserved.

**6.3 APPROVAL PAGE**

FEDERAL SUBSIDIES AND STATE FINANCING OF PUBLIC EDUCATION IN  
RURAL GEORGIA, 1950-1964

By

James G. Robespierre

Committee Chair:

Dr. Fredegar Zandlivet

Committee Members:

Dr. Jill M. Smithey  
Dr. Roberta Z. Lunderquist

## 6.4 ABSTRACT PAGE

### ABSTRACT

The abstract is a statement of the problem, the procedure or methods, and the results and conclusions. The abstract must also include a list of index words related to the topic and which can be used to find the document when searching the library's database. The abstract should be double-spaced. No page number is assigned to the abstract.

INDEX WORDS: Georgia, Public Education, Federal Education Subsidies.

**6.5 DEDICATION PAGE**

iv

**TO MY DOG SPOT**

This page is optional. You do not have to provide a dedication or acknowledgments to your thesis. You may write whatever you would like on this page. It needs to be double-spaced.

**6.6 ACKNOWLEDGEMENTS PAGE**

v

**ACKNOWLEDGEMENTS**

This page is optional. You do not have to provide a dedication or acknowledgments to your thesis. You may write whatever you would like on this page. It needs to be double-spaced.

Page numbers appear on this page.

## 6.7 TABLE OF CONTENTS PAGE

## TABLE OF CONTENTS

ACKNOWLEDGMENTS.....	v
LIST OF TABLES.....	vii
INTRODUCTION.....	1
CHAPTER ONE.....	8
1.1    Subtitle.....	10
1.2    Subtitle.....	20
CHAPTER TWO.....	24
2.1    Subtitle.....	26
2.2    Subtitle.....	32
CHAPTER THREE.....	55
3.1    Subtitle.....	77
3.2    Subtitle.....	99
CONCLUSION.....	281
BIBLIOGRAPHY.....	291
APPENDICES.....	299

**6.8 LIST OF TABLES PAGE**

vii

**LIST OF TABLES**

Table I.1.	Table title.....	15
Table I.2.	Table title.....	17
Table II.1.	Table title.....	78

**6.9 LIST OF FIGURES PAGE**

viii

**LIST OF FIGURES**

Figure I.1.	Figure title.....	15
Figure I.2.	Figure title.....	17
Figure II.1.	Figure title.....	78

**6.10 SIGNATURE PAGE**

FEDERAL SUBSIDIES AND STATE FINANCING OF PUBLIC EDUCATION IN  
RURAL GEORGIA, 1950-1964

A thesis submitted to the College of Letters and Science in partial fulfillment of the requirements  
for the degree of

MASTER OF ARTS

DEPARTMENT OF HISTORY AND GEOGRAPHY

by

James G. Robespierre

2012

\_\_\_\_\_  
Dr. Fredegar Zandlivet, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Jill M. Smithey, Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Roberta Z. Lunderquist, Member

\_\_\_\_\_  
Date

## APPENDICES



## 7. 2 Appendix B: Format Review Form

### FORMAT REVIEW FORM

Student Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Student Email: \_\_\_\_\_ Phone \_\_\_\_\_

Thesis Chair: \_\_\_\_\_ Department \_\_\_\_\_

Chair's Email: \_\_\_\_\_ Phone \_\_\_\_\_

Discipline Style Guideline: <input type="checkbox"/> APA <input type="checkbox"/> ASA <input type="checkbox"/> Chicago <input type="checkbox"/> MLA <input type="checkbox"/> Other _____	
<input type="checkbox"/> 8.5 x 11 inch 100% cotton bond paper	<input type="checkbox"/> Acceptable, uniform Font
<input type="checkbox"/> Margins and line spacing correct for binding	<input type="checkbox"/> Page numbers properly placed and numbered
<input type="checkbox"/> Justification correct for binding	
<input type="checkbox"/> Proper order of apparatus	<input type="checkbox"/> Signature/Approval pages completed
<input type="checkbox"/> Title Page	
<input type="checkbox"/> Copyright Page	<input type="checkbox"/> Title Page and abstract
<input type="checkbox"/> Approval Page	<input type="checkbox"/> Correct spelling and the same
<input type="checkbox"/> Abstract Page	<input type="checkbox"/> Date is correct
<input type="checkbox"/> Dedication Page	<input type="checkbox"/> Keywords included
<input type="checkbox"/> Acknowledgments Page	
<input type="checkbox"/> Table of Contents	<input type="checkbox"/> References compliant with style manual
<input type="checkbox"/> List of Tables	
<input type="checkbox"/> List of Figures	<input type="checkbox"/> Permissions and forms
<input type="checkbox"/> Abbreviations	<input type="checkbox"/> Thesis and Dissertation
<input type="checkbox"/> References	Submission Approval Form
<input type="checkbox"/> Appendices	<input type="checkbox"/> Format Review Form

Thesis chair has confirmed a successful defense before the final format review.

The thesis is to be reviewed by two different individuals, a format reviewer (determined by the program) and the thesis chair. The format reviewer ensures that the required content pages are included and that the thesis conforms the CSU style requirements set forth in the Thesis Guide. The Format Reviewer does not review content for spelling, punctuation, or writing style.

We attest that the thesis has been reviewed and edited (to include spelling, punctuation, and writing style) according to CSU and departmental guidelines prior to the submitting to the Format Reviewer for the final format check and approval.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Thesis Chair Signature/Date

\_\_\_\_\_  
Format Reviewer Signature

\_\_\_\_\_  
Date

**Note: This form is to be printed and signed and retained by the program for a minimum of six months.**