



## **2021-2022 Guidelines for the Preparation of Theses/Dissertations/Book(s)/Journal Article(s)**

Theses/Dissertations/Book(s)/Journal Article(s) are capstone experiences for graduate students at CMU. Graduate students at CMU who must submit a thesis/dissertation/book(s)/journal article(s) as part of their degree requirements must comply with the formatting guidelines established by the Graduate Committee and Graduate Studies. The guidelines and forms referred to in this guide take precedence over previous publications issued by Graduate Studies.

### **2021-2022 Thesis/Dissertation/Book(s)/Journal Article(s) and Sign-Off Form Deadlines**

Students must use DocuSign to obtain all required signatures on their Plan A Sign-Off Form or a Dissertation Sign-Off Form by the semester-specific deadline. A full list of deadlines are available at <https://www.cmich.edu/colleges/cgs/current/Pages/Deadlines.aspx>. Students must also submit their final, defended, committee-approved thesis/dissertation/book(s)/journal article(s) to [cgstheis@cmich.edu](mailto:cgstheis@cmich.edu) by the semester-specific deadline. Graduate Studies will email the student any necessary revisions within 10 business days. Students must also apply to graduate, even if they will not participate in commencement. Applying for graduation generates an audit of the student's academic file and notifies the university that the student intends to graduate.

### **Before Undertaking Your Project**

#### **Committee Chairperson & Committee Selection and Graduate Faculty Status**

Students should consult their academic advisor in selecting a committee chairperson and at least two committee members. Academic advisors may or may not be the committee

chairperson. One committee member may be from a discipline other than the student's area of concentration or a non-CMU faculty member.

For theses/dissertations/book(s)/journal article(s) completed through Central Michigan University's Global Campus, one of the three committee members must be a CMU main campus regular faculty member or a regular faculty member from a collaborating university (such as in a joint program), or if all committee members are from Global Campus, the committee chair must meet the requirements for regular graduate faculty status as defined by the Academic Senate's Graduate Education Policy.

Graduate students must ensure all committee members possess graduate faculty status. Contact Graduate Studies (989-774-3873) to verify a committee member's status. Graduate Faculty Status applications are available on the Graduate Studies website ([www.grad.cmich.edu](http://www.grad.cmich.edu)).

### **Research Involving Humans, Animals or Recombinant DNA**

Limitations exist regarding human, animal, and recombinant DNA experimentation. To ensure compliance with federal, state, and university requirements for conducting research, CMU has established several boards/committees that are charged with the oversight of research conducted in their respective areas. Before filing the prospectus and beginning any research, students with research involving these groups require approval from the appropriate committee. Contact the Office of Research Compliance for assistance (989-774-1152).

- Institutional Review Board (IRB) must approve research with human subjects
- Institutional Animal Care & Use Committee (IACUC) must approve research with animals
- Institutional Biosafety Committee (IBC) must approve research with recombinant DNA

### **Prospectus – Theses, Dissertations, Book(s), and Journal Article(s)**

Master's students may not enroll for more than three thesis credits and work on the project may not begin until the project has been approved by the appropriate research review board (if applicable) and the prospectus has been approved by the committee chair and

members, the department chairperson, and by the Director of Graduate Studies. Doctoral students may not enroll for more than six dissertation credits and work on the project may not begin until the prospectus is fully approved. Projects **must not** be undertaken until the form is approved by the Director of Graduate Studies. Projects undertaken prior to the Director of Graduate Studies approving the prospectus and prior to appropriate review board approval may be denied and the project deemed invalid.

### **Preparing for the Defense**

In conjunction with the committee chair, students should review the thesis/dissertation/book(s)/journal article(s) deadlines for the graduation date in which the student wishes to graduate. Students should present a finished document of professional quality and free of errors to their committee with ample time for the committee to thoroughly review before the defense. Graduate Studies does not need to be notified of your oral defense. Following the defense, the student should work with committee chair and members to rectify any changes they want made prior to submission to Graduate Studies. Students should then submit their final, defended, committee-approved document to Graduate Studies for review.

### **Required Forms and Applications**

The forms listed below are required by Graduate Studies in the timeframe indicated. Failure to submit these forms on time may result in delaying graduation. All forms are available on the Graduate Studies website ([www.grad.cmich.edu](http://www.grad.cmich.edu)).

1. Prospectus Form: Along with the completed prospectus form, students must submit a two-page, double-spaced synopsis of the project and approval memo/letter/email from the appropriate review board (if applicable) through DocuSign.
2. Graduation Application: Students must apply to graduate online at <https://apps.cmich.edu/tools/Graduation>, even if they do not plan to participate in commencement. Applying for graduation generates an audit of the student's academic file and notifies the university the student intends to graduate.

3. Plan A Sign-Off Form or Dissertation Sign-Off Form: Once the student has successfully completed the oral defense of their project, this form is signed by the student's committee and the department chairperson. This form must be submitted using DocuSign and the student's final thesis/dissertation/book(s)/journal article(s) emailed to [cgsthesis@cmich.edu](mailto:cgsthesis@cmich.edu) by the semester-specific submission deadline.

### **Document Preparation**

Students must ensure the document is accurate in content, has been proofread and edited carefully for correct grammar, and meets the required standards outlined in the most current version of this document.

### **Style Manual**

Graduate Studies requires that students format a traditional thesis or dissertation using the most current edition of the Publication Manual of the American Psychological Association (APA). The exception to this style requirement is regarding references, footnotes, and end notes. Graduate students should follow the reference, footnote, and end note formatting that is most appropriate for their discipline.

### **Book(s) or Journal Article(s) Option**

Some academic departments/programs allow their students to submit their work in a book(s) or journal article(s) format rather than in the traditional thesis/dissertation format. Graduate students interested in utilizing the book(s) or journal article(s) format should check with their department on whether the book(s) or article format is permissible. Graduate students must format their book(s) or journal article(s) according to the formatting requirements of their publisher or journal(s). Students should let the Graduate Studies reviewer know if revisions are requested that are contrary to the requirements of their publisher or journal(s). Graduate Studies tries to be as flexible as possible with book(s) or journal article(s) submissions as the formatting requirements for the book(s) or journal article(s) will not be known to the reviewer.

## **Use of a Typist**

The service of a typist to produce the final draft of a thesis/dissertation/book(s)/journal article(s) is allowed by Graduate Studies. However, the use of a typist is for formatting purposes only. Using a typist for the purpose of editing the content of a thesis/dissertation/book(s)/journal article(s) is strictly prohibited. All arrangements, including the financial aspect, are handled directly between the typist and the student. Revisions required by Graduate Studies are sent directly to the typist. The student and the typist will receive confirmation when the thesis/dissertation/book(s)/journal article(s) is finalized.

## **CMU-Specific Document Requirements**

The following pages are required to appear in each thesis/dissertation/book(s)/journal article(s): title page, abstract, table of contents, and bibliography. The title page must include the title, student name, document type, program, and month and year of oral defense. Students are not required to follow APA formatting for their references, footnotes, and end notes. Students should use the format acceptable to their discipline for these items.

The following pages are optional and may be included in each thesis/dissertation/book(s)/journal article(s): copyright, dedication, acknowledgments, list of tables/figures, and appendix.

Also, keep in mind that if you use any image(s) from other authors or publications, especially when published in a journal, you must include reference to the author in addition to having permission to use the image(s). Include the permission email or memo as an appendix in your document.

## **APA Formatting Resources**

APA Style Website (<https://apastyle.apa.org/>)

- Style and grammar guidelines: <https://apastyle.apa.org/style-grammar-guidelines/>
- Handouts and guides: <https://apastyle.apa.org/instructional-aids/handouts-guides>
- Tutorials: <https://apastyle.apa.org/instructional-aids/tutorials-webinars>

Purdue OWL Website (<https://owl.purdue.edu/>)

- APA Style Introduction:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)
- APA Style Overview and Workshop:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_overview\\_and\\_workshop.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_overview_and_workshop.html)

YouTube Videos

- APA Style-Professional Paper Formatting: [https://youtu.be/jDd\\_tiDaY4E](https://youtu.be/jDd_tiDaY4E)

### **Timeline for Forms and Submission Process**

Prospectus: Prior to completing three (3) thesis credits for masters or six (6) dissertation credits for doctoral, students should submit the following using DocuSign:

1. Prospectus Form (<https://www.cmich.edu/colleges/cgs/current/Pages/Thesis.aspx>)  
signed by committee and department chair
2. Two-page double-spaced synopsis of the project
3. Approval memo/letter/email from the appropriate review board (if applicable)

Graduation Application: Semester Prior to Graduation. Students must apply to graduate online, even if they do not plan to participate in commencement. Applying for graduation generates an audit of the student's academic file and notifies the university the student intends to graduate

1. Graduation Application (<https://apps.cmich.edu/tools/Graduation>)

Thesis/Dissertation/Book(s)/Journal Article(s): Following a successful oral defense, students must submit the following documents by the specific graduation date deadline. Allow 10 business days for the initial review by Graduate Studies.

1. Plan A Sign-Off Form or Dissertation Sign-Off Form  
(<https://www.cmich.edu/colleges/cgs/current/Pages/Thesis.aspx>) signed by the student's committee and department chairperson

2. Final, defended, committee-approved thesis/dissertation/book(s)/journal article(s) (Word document only unless document was created in LaTeX, then PDF is acceptable)

### **Completion Process**

Once the thesis/dissertation/book(s)/journal article(s) has been approved by Graduate Studies, the document will be saved as a PDF and forwarded to the Park Library for uploading into the University's Digital Collections. At that time, the thesis/dissertation/book(s)/journal article(s) requirement will be removed from the student's graduation audit. The Park Library will only accept items for Digital Collections uploading from Graduate Studies. Documents submitted to the Park Library by students or committee chairs will not be accepted. The Digital Collections is a publicly available repository. This means your thesis/dissertation/book(s)/journal article(s) will be available to people within CMU as well as outside of CMU and will be visible through search engines such as Google. If you would like to delay the uploading of your document to the Digital Collections for 12 months because of conflict with a potential patent or publishing please check that box on your sign-off form.

It is the responsibility of the graduate student to check with their department to verify if their department requires a bound copy, microfilming, or uploading to ProQuest. Students should follow their department's directions. Students are responsible for keeping a copy of their final thesis/dissertation/book(s)/journal article(s). Graduate Studies does not retain copies.