

**INDIANA UNIVERSITY SOUTHEAST
MASTERS IN LIBERAL STUDIES**

**GUIDE TO THE
PREPARATION
OF THESES**

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Questions?

Contact the MLS office (941-2604) or the University Graduate School (812-855-9345 or grdschl@indiana.edu).

MASTER'S THESES: SUBMITTED TRADITIONALLY

1. **Submit an [Application for Advanced Degree form](#)**
(Contact your department at least sixty days prior to the desired degree date) (May, August or December).
2. **Verify that the Office of the Registrar has the correct spelling of your name and your correct diploma-mailing address.**
The Registrar mails the diploma to your permanent address.
3. **Also verify that your name does not appear on the University Checklist.**
The Registrar will not release your diploma or transcripts until all entries are cleared.
4. **During your defense (oral examination), have your committee sign the acceptance page.**
5. **Remind the chair of your committee to remove any “R’s” from you thesis.**
6. **Submit the following to the University Graduate School:**

Three bound copies.

(Follow the formatting section below for binding, paper and layout)

Upon completion of the graduate project the student must submit three bound copies to the MLS office prior to certification and awarding of the degree. The MLS office will forward two bound copies to the IU University Graduate School. The graduate school in Bloomington must receive the bound copies before the degree can be certified and/or awarded.

The front matter must appear in the following order:

1. **Title page** (mandatory) – see **Appendix A**
2. **Acceptance page, signed** (mandatory) – see **Appendix B**
This page confirms the committee’s approval and acceptance of your thesis. The page with the **original signatures** should be included in one of the bound copies after the title page. Photocopies of the signed acceptance may be used in additional bound volumes.
3. **Copyright page** (mandatory if you copyright) – see **Appendix C**
4. **Dedication** (optional)
5. **Acknowledgments** (recommended)
Note: Depending on your personal inclination, you may wish to include a dedication, a preface, or a set of acknowledgments. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your thesis or dissertation; as a matter of courtesy, you would

ordinarily mention the members of your committee here, as well as institutions that provided funding, your typist, or anyone else who helped.

6. Preface (optional)

7. Abstract, unsigned (optional by department)

8. Table of Contents (mandatory)

9. Lists of tables, figures, appendixes, abbreviations and other supplemental materials (if appropriate)

At the end of the thesis, place a:

Vita page.

Your resume/CV, placed at the end of the thesis.

FORMAT FOR THESES

Printing

The document must be typed / printed. Laser printing is acceptable, but dot-matrix printing is not.

Paper

- Watermarked, 100 percent cotton bond paper of 20 or 24 lbs., 8-1/2 inches by 11 inch sheets.
- I.U. Bond is not 100% cotton and not acceptable.

Fonts

Script fonts and fonts in italic are not allowed for the main body of your text, although italics may be used appropriately. Ex. *This is a font in italics*, and this is a *script font*.

Spacing

- The material should be double-spaced.
- Long quotations within the text should be typed single-spaced and with wider margins.

Photographs, images

- If photographs or detailed graphics are part of the work, make sure they are crisp and clear when printed.
- It is okay to use special laser or photo paper for the page of the project that contains images to achieve the best possibly quality.

Margins

- Margins should be at least 1-1/2 inches on the left and 1 inch on the top, right and bottom.
- Tip: Make sure that when photocopied or printed, your documents have this much actual white space – it is crucial for proper binding. Binderies sew along the left-hand margin and then trim the other sides. Inadequate margins can result in part of your material being lost after the combination of copying and binding; even if all the material remains, insufficient margins can certainly affect the readability and the appearance of your work.

Note: These margin requirements apply to all materials included in the thesis or dissertation, including figures, tables, maps, plates, etc... and any preliminary material you choose to include.

Page layout

Ordinarily, the text and any other materials will appear on the right-hand page only. If, however, you and your committee agree that it is absolutely necessary to include facing material on the left-hand page as well, be sure to leave 1-1/2 inches on the right-hand side of the facing page.

Page numbers

- Page numbers must be clear, consecutive and printed on every page including appendixes, tables, figures, maps, charts, photographs, etc. EXCEPT for the Title Page and Vita Page.
- Lowercase Roman numerals (i, ii, iii...) are used for the front matter.
- Arabic numerals (1, 2, 3...) should be used in the body of the work, the bibliography, and any appendixes.
- The Title Page counts as page i, but does not bear a number.
- Begin numbering with the acceptance page as page ii, and continue with small Roman numerals until the start of the actual text. That page, whether part of your full introduction or of your first chapter, will be numbered page 1 and every page will be numbered consecutively until you reach the vita page.
- Ordinarily, page numbers should be centered at the top or bottom of the page, entered midway between the edge of paper and the text to prevent their loss during the binding process.
- Tip: Before you turn in your copies for binding, make sure that all of the pages are in correct numerical order and that they are right-side up.

Language

Theses and dissertations should be written in English unless you and your department/committee have decided otherwise.

References, citations, bibliography, footnotes

Check with your department – this format depends largely on your particular field or topic. For example, footnotes can appear either on the page where the annotation occurs, the end of each chapter, or the end of the dissertation – be sure to follow the conventions of your department and discipline.

Some Recommended Style Manuals

- The Chicago Manual of Style
- Kate L. Turabian, A Manual for Writers
- Modern Language Association (MLA) style sheet
- American Psychological Association (APA) style sheet (especially for works in the social sciences)

Some Recommended Dictionaries for Spelling and Usage

- Webster's Third International Dictionary
- Webster's Ninth New Collegiate Dictionary

Binding

- Before you have the copies bound, check with your department about whether or not it prefers to bind the abstract with the rest of the text.
- The University Graduate School accepts only binding which uses the over sewn method. Velo binding available from some photocopying businesses is not acceptable.
- Ask the bindery to put the thesis title and your full name on the front covers and the title and your last name on the spines of the bound copies. Keep in mind that this title needs to fit along the spine of the bound thesis or dissertation.

We recommend that you use one of the following binderies because they are familiar with the requirements for the binding. But you are not required to use this bindery. If you know of a bindery locally you may use them, but make sure they follow the rules.

Smith Bookbindery

112 W. 10th Street
Bloomington, IN 47404
(812) 332-2743

Hours:

Monday, Tuesday, Thursday, Friday
9:00 a.m.—4:00 p.m.
Closed Wednesdays

Printers Finishing Touch

4604 Shepherdsville Road
Louisville, KY (502)
452-6104

Appendix A
MASTER'S DEGREE TITLE PAGE
Separate page, content centered on page, limit of one page

TITLE CENTERED, ALL IN CAPITAL LETTERS:
KEY WORDS ARE IMPORTANT FOR A SUCCESSFUL INDEX

Author's Name

Submitted to the University Graduate School
in partial fulfillment of the requirements
for the degree
Masters in Liberal Studies
Indiana University Southeast
Month Year

(The month and year is the date when all requirements have been satisfied – this is not necessarily
the month in which you defend.)

Appendix B
ACCEPTANCE PAGE
Separate page, content centered on page, limit of one page

Accepted by the Graduate Faculty, Indiana University, in partial fulfillment of the requirements for
the degree of Masters in Liberal Studies

Thesis Committee

(Chairperson's signature)_____

(Chairperson's name typed, Ph.D.)

(Second reader's signature)_____

(name typed)

(Third reader's signature)_____

(name typed)

Date of Oral Defense
(Month, Day, Year)

Appendix C
COPYRIGHT PAGE

Separate page, content centered on page, limit of one page
(In Microsoft Word, Alt-Ctrl-C (hold down all at once) will make the copyright symbol.)

© (enter correct year)
(Student's Name)
ALL RIGHTS RESERVED

About copyrighted material

Fair Use and Copyright Issues

Using copyrighted materials in academia

Courtesy of the TLTC, Jan 27, 2005

1. The more focused your use of the material, the more applicable fair use is. Don't just use material to use it, make sure it serves a specific purpose.
2. Citing the source of the material (proper attribution) is very important.
3. Make sure what you use directly relates to what needs to be taught
4. Fair use favors transformative uses, like composite images.
5. Fair use also favors originality, but don't just split up someone's material and put it back together in your own order (say, for like a video clip) and call it your own original work.
6. Can display/perform something legally purchased in a classroom. Example: it's okay to show a movie that was bought, but if you tape something and show it.. that's fishier... if the status of the show/performance changes (like a series on HBO released on DVD), then you will need to show a legal copy. If you make a bootleg of something and show it, that's illegal.
7. Linking to something already on the web is fine, but if you take that image, info, movie, etc.. and then place it on your own webpage, especially if you don't attribute that content to the original owner, that can be a problem.
8. Limiting access to a website that uses non-original or borrowed content helps the situation and shows that it's for a limited audience.
9. The library may have access to rights for some materials. Make sure you check to see if they can get the material for you.
10. There are few clear answers in issues of fair use, and many situations remain theoretical until challenged in court.
11. Educators will find the Fair Use Checklist is the most valuable tool in conducting a fair use analysis of digitized materials for use as class resources. The fair use checklist is available from the [Copyright Management Center website](#).
12. TLTC staff are available to help analyze materials for use in instruction. As always, IU Counsel is available for consultation about issues of fair use of materials in instruction. Please don't hesitate to contact TLTC staff if you need information about materials you want to use for your class.

RESOURCES:

TLTC Fair use and copyright resources

http://www.indiana.edu/~tltl/projects/copyright_cate.html

IU Copyright Management Center, Kenneth Crews, Director

<http://www.copyright.iupui.edu/>

United States Copyright Office

<http://www.copyright.gov/>

University of Texas Crash Course on Copyright

<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm>

Stanford University Copyright and Fair Use Center

<http://fairuse.stanford.edu/>

<http://www.lib.ncsu.edu/scc/copyright/copyright3.html>

And it links to some other good sites.