

# Fisk University

## Regulations concerning Thesis Submitted by Candidates for the Master of Arts Degree

### I. GENERAL REGULATIONS

- A. The Graduate Committee has approved the following statement on the nature of the Master's thesis required at Fisk University:

..... The Master's thesis will not necessarily represent research into a topic of which no previous studies have been made. The Master's thesis must, however, represent more than an assembling of factual data of other people's opinions. It must show the writer's ability to recognize and interpret his material so as to arrive at some conclusion of his own. This conclusion may, of course, be tentative, but it should be well supported and of some significance.

- B. University regulations provide that the subject of the thesis must be approved by the Chairman of the Department not later than February 15 of the year in which the candidate expects to take the degree. Some Departments may set an earlier date for approval of the thesis subject.
- C. A minimum of five copies should be made. Four (4) of these copies are required by the University (a copy each to Special Collections, General Circulation, Department and Fisk Advisor). The fifth copy is for the student. Additional copies will be required if you have thesis advisors outside of the Department and for Fisk University.
- D. In order to receive the degree at a given Commencement, a student must submit the five (5) finished copies of the thesis to the Department for final review and approval at least three weeks before Commencement. The copies of the thesis must then be filed with the Librarian, by the Department, two weeks before the degree is granted (or as directed by Director of Graduate Studies).
- E. The copies of the thesis to be sent to the Library must include: (1) deposition of the approved copies and the money for binding with the Assistant Librarian for Technical Services, or the Secretary of the Fisk University Librarian. The cost of binding is \$9.50/copy, but is subject to change. The fee must be paid in cash or certified check payable to Fisk University. (2) the approval form containing the signature of the advisor, committee member and the Chairman of the department showing that the thesis is officially approved and accepted by the Department (see form for approval sheet attached).
- F. Before Submitting final copies of the thesis to the Department, the student must have satisfied the advisor that he/she has:
1. Collated the thesis, checking to see that all pages are present and in order in all

copies, and that all photostats, photographs, tables, charts, etc ..., are present and in place in all copies.

2. Examined the thesis to insure that spelling and composition are accurate and in good form.
3. Inspected the typing to insure that all copies are completely legible, without errors, and without an undue number of erasures.

## II. FORMAT OF THE THESIS

A. The mechanical format, or book make-up of the thesis, includes the sections given in the following list, and in the indented sequence:

1. Title Page. The title page includes the title of the work, which states the subject of the thesis; the designation of the faculty, and the institution to which the thesis is presented; the Department to which the thesis is submitted; the full name of the candidate; the degree and the month and year in which the degree is to be received. (See sample in Appendix)
2. Approval Sheet. The approval sheet will follow the title page. This form must be signed by the primary advisor, at least one other member of the advisory committee, and Chairman of the Department. (See sample in Appendix)
3. Acknowledgments. (if desired)
4. Table of Contents.
5. List of Tables. (if any).
6. List of Figures. (if any). This may be subdivided into charts, graphs, illustrations, etc.
7. Text of the Thesis.
8. Bibliography.
9. Appendix or Appendices.
10. Index. (if any).

## III. GENERAL SPECIFICATIONS

Xerox. This process is preferred. but follow other points below.

- A. Type. A computer/word processor should be used. Type size should not be smaller than Times New Roman, font 12 (font and type you are reading now).

- B. Paper. All copies must be typed or reproduced on bond paper (100% Rag or cotton content preferred, but not less than 50%).
- C. Ribbon. A good black ribbon should be used in typing the final copies of the thesis. Preferably, a laser jet printer should be used, but if it is not available, a letter quality printer should be used.
- D. Strike-Overs. Strike-overs are not acceptable under any condition.
- E. Erasures. Not more than one erasure should occur on any page. Use of a computer/word processor should eliminate erasures totally.
- F. Page Specifications. Twenty-five (25) double spaced lines, or their equivalent, are all that should be placed on any page. If, however, any deviation from the twenty five double spaced lines is necessary, not more than one single-space above or below that limit is permissible. If, for example, in typing footnotes at the bottom of the page, the footnotes runs beyond the limit of twenty-five double-spaced lines, it should not be allowed to go more than one single-space beyond that point. If, it ends before the twenty-five double-spaced line is reached, the page should be so proportioned that it will not end more than one single space preceding that limit, unless it is the last page of a chapter or a section.
- G. Margins. The left margin should be set one and one-half (1 1/2) inches from the left edge of the paper (space is required for binding). All other margins should be one inch.
- H. Indentation. A line of indentation, which is constant for all indented material, is established five (5) spaces to the right of the left-hand margin. This distance is kept constant whether it is for a paragraph of the text, a paragraph of quoted material, or a footnote.
- I. Footnotes. The line dividing the footnote from the text should be sixteen (16) spaces in length, beginning at the left-hand margin of the page. Footnotes are generally single-spaced.
- J. Pagination. Every page in a thesis is assigned a definite number, although not every page has a number placed thereon. The first page of any section will have a page figure, on it, but a number will be allowed for that page. Page numbers are placed on the fifth single-spaced line from the top of the page and aligned with the right-hand margin. There must be a triple space between the page number and the first line of writing. All of the pages of that portion of the thesis preceding the first page of Chapter I will be numbered in small Roman numerals, as a separate unit of the thesis. These numbers are centered at the bottom of the page except on the title page and Approval Sheet, although these pages should be counted in the pagination.
- K. Spacing Between Lines. The major portion of the thesis will be double-spaced, but there are several places where triple-spacing is needed. For example, there are three single-

spaces between the chapter number and the title of the chapter. Below the title of the chapter, three single-spaces are allowed before the first line of the manuscript is typed. Furthermore, preceding any under-scored introductory caption in a paragraph, three single-spaces intervene between the last line of typed material and such centered caption or a paragraph caption.

- L. Alignment of Roman numerals and Page Numbers. When Roman numerals are arranged in an outline form, the right-hand margin is aligned, as in the case of Arabic numerals. This will make the left-hand margin uneven, but it is the accepted form for thesis work. Due allowance must be made when starting a page to provide spaces for the larger numerals; for example- XXIII. A column for these figures appears in the following alignment:

I.....	1
II.....	7
III.....	18
IV.....	99
V.....	124

- M. Proofreading. The entire thesis should be proofread before going to the typist to have the final copy prepared, and it should be read in its entirety by the writer after the final copy has been typed. Words, the spelling of which may be unfamiliar to the student, should be looked up in a dictionary. The syllabic division of the hyphenated words at the end of lines should be very carefully checked by the student. See that all pages are properly assembled in each copy, that each page of the second and the third copies, etc., is a second or third carbon, respectively, so that the type impression will conform throughout; and that each chart, table illustration, etc., is included in each copy and in its proper place.
- N. Final Responsibility. The final responsibility for the acceptability of the thesis rests with the student; therefore, it is of the utmost importance that everything is checked. The student must not depend upon the typist or his advisor for such details.
- O. Final Thesis Copies. Should be turned in with each copy in a separate manila folder, and with a blank sheet of bond paper in front of and behind the first and last pages, respectively.

(Revised October 1998)

(\*\*Sample Title Page for Thesis)

(7 single spaces from top of page)

**THE EFFECTS OF SORBITOL AND MANNITOL ON THE DIGESTIVE  
TRACT OF MALE ALBINO RATS**

(7 single spaces)

A Thesis

(3 single spaces)

Submitted to the Graduate Faculty

of

Fisk University

(3 single spaces)

Department of Biology

(6 single spaces)

by

(6 single spaces)

Alberta Rosetta Rooks

(7 single spaces)

In Partial Fulfillment

of the requirements for the Degree

Master of Arts

(4 single spaces)

May, 1977

(\*\*Sample Approval Sheet for Thesis)  
(7 single spaces from top of page)

**FISK UNIVERSITY**

(4 single spaces)

Approval Sheet for Thesis  
Submitted in Candidacy for the Degree of  
Master of Arts

(7 single spaces)

**THE EFFECTS OF SORBITOL AND MANNITOL ON THE DIGESTIVE  
TRACT OF MALE ALBINO RATS**

(6 single spaces)

by

(5 single spaces)

Alberta Rosetta Rooks  
B. S. State Teachers College, 1974  
Elizabeth City, North Carolina  
(List all previous degrees)

(7 single spaces)

Approved by the Department of Biology  
(3 single spaces)

Supervised by \_\_\_\_\_ Date: \_\_\_\_\_

Other Committee Members \_\_\_\_\_ Date: \_\_\_\_\_

Other Committee Members \_\_\_\_\_ Date: \_\_\_\_\_

Other Committee Members \_\_\_\_\_ Date: \_\_\_\_\_

(3 single spaces)

For the Department \_\_\_\_\_ Date: \_\_\_\_\_

Chair