



Thesis Manual

Thesis Guidelines and Requirements

Revised 6/7/2022

THESIS GUIDELINES AND REQUIREMENTS

Originally developed by the Office of Graduate Studies, this *Thesis Manual* serves to aid the student and Thesis Committee in the presentation of the work in a format that is acceptable as a scholarly publication of the University. This is a consensus document. As such, these guidelines are designed to provide enough flexibility to meet the needs of each of the disciplines of the University while maintaining a style that is consistent for all theses developed at the University.

The word “thesis” used in this document refers to the formal research and investigation of an approved topic. This scholarly work becomes a permanent record of the student and the fulfillment of a requirement for an academic degree awarded by Stockton University. It requires an oral defense and a written paper that is evaluated by an academic committee convened for such a purpose. Its appearance and the quality of this document are a reflection of the student, committee and the University. It is the responsibility of the School of General Studies & Graduate Education to authorize that what goes on public display in the University Library is of the highest of standard.

Thesis Committee Structure

Students should select their committee members early in their research. Selection guidelines can be found in individual [Program Handbooks](#). In general, each thesis committee shall consist of at least three persons: a Chair, who is a member of the student’s discipline faculty (full-time faculty member at Stockton University), and two other committee members. One of these two committee members must be another full-time Stockton faculty member. The third person can be another faculty member, a Stockton faculty member from another program, a faculty member at another college/university, or a practitioner with extensive knowledge of the student’s thesis topic. The student is responsible for approaching committee members and asking them to participate. If the student wishes for the third committee member to be a non-Stockton faculty member, the student must obtain approval from the committee chair.

Upon establishing a Thesis Committee, the student will complete a [Thesis Committee Form](#) and obtain the necessary signatures. The student will then submit the Thesis Committee Form via the [Intent to Complete Graduate Thesis Form](#). Once the School of General Studies & Graduate Education receives the form, they will forward the form to the Graduate Program Director and the Office of the Registrar. This form provides the student with the ability to register for their thesis course. Depending on the program in which a student is enrolled, it is suggested that students register for this class during either their last semester or second-to-last semester of study. If the student does not complete and orally defend the thesis during that semester, a grade of “IP” (in progress) will be assigned. The student will have the next semester to complete the project. In some cases, students who complete all their course credits and need a second semester to work on the thesis must fill out the appropriate University paperwork and pay the appropriate fee to maintain matriculation. Thesis students who decide to change a member(s) of the Thesis Committee may do so at any time prior to one calendar month before the oral defense by completing and executing an updated Thesis Committee Form with the Graduate Program Director and the School of General Studies & Graduate Education.

The Thesis Committee will agree on a grade for the thesis credits only after the student's oral defense and satisfactory completion of all necessary revisions. Students must earn a grade of B or better or the equivalent on the thesis in order to graduate, provided that the student has successfully completed all other graduation requirements. A completed thesis that receives a grade of A or A- will be considered for publication in the Stockton University Richard E. Bjork Library.

Necessary Approvals

Federal regulations require that any research that involves the use of either human subjects or animals must be approved by the [Institutional Review Board \(IRB\)](#). The regulations are all-inclusive surveys, interviews, pre-existing data and human tissues obtained for non-research purposes require review by the IRB Board before the research can be done. If the work is completed without IRB approval, it cannot be published, even as a thesis. Copies of these approvals must be included in the appendix of the final draft of the thesis submitted for review by the School of General Studies & Graduate Education. Keep in mind such approvals may take time. For more information, contact the [Office of Research and Sponsored Programs](#) at 609-652-4844.

Academic Honesty

All students are responsible for adhering to the University's academic honesty policies. The graduate thesis is to be an original piece of the student's work. Students committing acts of academic dishonesty are subject to penalties, as outlined in the [University Bulletin](#) and [Program Handbook](#).

Style Guidelines

The style guide for the thesis must be approved by the Thesis Committee prior to the preparation of the document. The style may depend on your degree program. Check your *Procedure Handouts* for specific information. Students are expected to adhere to all guidelines and standards of the style manual, including citation for electronic and online sources.

FINAL MANUSCRIPT PREPARATION

Paper and Printing

Paper to be used for the final original and copies must be white, 8 ½ x 11 inches, 20 - 24 pound weight, acid free and archival quality of consistent brand, quality, color, and texture.

The thesis is to be printed on only one side of the paper; do not bind or hole-punch. All printing must be letter quality. The thesis must be free of typing errors, smudges, and the type must be clear and black throughout, including figures, tables, charts, and illustrations.

Font

- Times New Roman 12 point font is required for the body of the report (typeface in any appendices may vary, as needed, for the content).

- Arial font should be used for charts and figures.
- Chapter titles should not be larger than 14 pt.

Margins

On all pages, the left margin is 1.5 inches. All other margins are 1 inch except for chapter headings, which should be 1.75 or 2 inches. Material placed lengthwise (landscape) on the page is printed so that its width is the length of the page. It should be placed in the manuscript so that the top line of the type is 1 inch from the bound edge of the page.

Spacing

- Double space the general text.
- Single space: Table of Contents, Tables (except short tables that may be double spaced to improve appearance), long quotations, footnotes, figure legends.
- Appendices may be either single or double spaced.
- Other accepted disciplinary practices may be used.

Sequence of Thesis Elements and Pagination

All page numbers (Arabic) should be placed at the bottom center of the page.

Sequence

Pagination

Title page (see sample)	not numbered
Abstract	not numbered
Acknowledgments (optional)	begin with lower case Roman numeral ii
Table of Contents	lower case Roman numeral iii & consecutive pages
List of Figures (if applicable)	continue consecutive Roman numerals
List of Tables and Charts (if applicable)	continue consecutive Roman numerals
List of Illustrations (if applicable)	continue consecutive Roman numerals
Body of text begin with Arabic page 1	
References continue consecutive Arabic numerals	
Appendices (if applicable)	continue consecutive Arabic numerals
Give each Appendix a letter (as in Appendix A) and title, as in the Tables and Charts	