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# Thesis Style Guide 2019



Last updated: May 6, 2019

## **Committee Guidelines**

At least one semester prior to completion of the degree, depending on the expectations of a specific program, a committee shall be formed consisting of a chairperson and at least two additional members, one of whom will be from outside the faculty of the area of the student's major. The function of the thesis committee is to guide each student in his/her research; thus, the committee, knowledgeable in the subject area, is primarily responsible for insuring that the content of the thesis is credible and that it is presented in the proper format.

Students will complete the Application for Thesis/Special Project to formalize the committee, including the chair. After this form has been approved, changes in committee chair may be initiated by students only upon approval of the Director of Graduate Studies. Other members of the committee can be changed to fit the needs of the project as it evolves, if the student and chair are in agreement.

### **Membership**

Thesis committee members must be approved by the graduate program and the academic dean following these guidelines on the Permission for Thesis/Special Project Form. Exceptions must have the approval of the Director of Graduate Studies.

- The committee will consist of at least three, and no more than five, members.
- The Chair of the thesis committee must have graduate faculty status in the graduate program.
- One member of the committee must hold graduate faculty status in a different graduate program/discipline
- The other member(s) of the committee may or may not have graduate faculty status, but should have substantial expertise related to the research project.
- Retired and/or Emeritus faculty, faculty from other universities, and other professionals may serve on the committee.

### **Responsibilities**

The thesis committee, most especially the committee chair, supervises the student's research project, culminating in a public defense of the project. The role of the committee is to assist with research issues that fall within the committee member's special area(s) of expertise. This includes a review of the research or project design and providing suggestions for improvement.

- Review and approve the Permission for Thesis/Special Project Form.
- Attend committee meetings and carefully review the student's materials
- Thoroughly review the thesis or project before the defense and see that a high standard of scholarship and writing quality are maintained throughout.
- Participate in the public defense of the thesis/project.
- Review the thesis/project before the final version is submitted to the academic dean to ensure that required corrections have been made.
- Sign the Completion of Thesis form

### **Committee Chair**

The committee chair is the supervising faculty member, who will assist the student in designing his or her research. The chair helps the student revise the design as needed based on the early results and other developments and meets frequently with the student to follow progress and assist with problems that arise with the research.

- Review and approve the Permission for Thesis/Special Project Form.
- Ensure that the student has obtained the required research approvals.

- Work with the student to set realistic timelines for completion of the thesis/project, and provide guidance and support towards meeting that timeline.
- Review drafts of the thesis or project, or portions thereof, in a timely manner. In ordinary circumstances, two to three weeks should be sufficient for a response. A variety of factors can result in longer review times, including other commitments and poor technical or writing quality of the draft. However, the faculty member should communicate these special circumstances to the student promptly and tell them when the review will be completed.
- Thoroughly review the final draft of the thesis/project before the defense. In addition to reviewing the content, see that a high standard of writing quality is maintained throughout the thesis/project.
- Chair the public defense of the thesis/project, and announce the committee's determination at the conclusion of the defense.
- Carefully review the thesis/project before it is submitted to the academic dean and confirm that all the changes required by the committee after the defense have been incorporated.
- Ensure that the student disseminates the defense announcement and public reading drafts to the university community via the Director of Graduate Studies.
- Make certain that the thesis/project, when in final form, conforms to the format and style requirements of the field of study, program, and University of Guam.

### **Review Process**

Following the review of the committee, the academic dean will approve the thesis for submission to the university library system. The Director of Graduate Studies will provide guidance to committee members, clarifications on procedural questions and style concerns, and arbitrate intellectual property concerns arising from student research.

### **External Observers**

The Director will assign an external observer to be present at each defense. The observer is not a voting member of the committee. The role of the observer is to assess whether the exam was fair and rigorous. However, the observer is not expected to be an expert in the student's field or on the specific thesis topic. Members of the Graduate Council or the Graduate Curriculum Review Committee shall first be approached to observe a defense, but anyone with graduate faculty status may provide an observation. External observers shall submit an observation report to the director.

### **Dean**

The role of the academic dean is to ensure the integrity of the research and compliance to institutional research standards. The Dean will review (or delegate a review of) sufficient portions of a thesis to see that a high standard of scholarship and writing quality are maintained. A thesis may be rejected on the basis of content if there is evidence that the research was carried out in a negligent manner.

### **University Libraries**

Through the RFK Library submission portal, the library will accept the student's final documents and shall conduct a final check to ensure that they meet requirements for style and format.

## **Manuscript Requirements**

It is the responsibility of each graduate student to follow these requirements for the preparation and presentation of the thesis and to follow additional practices of his/her specific programs. If the stated requirements are not met, the thesis will not be accepted by the thesis committee and the respective dean until the necessary corrections have been made.

### **Intellectual Property**

A graduate student of the University of Guam owns the copyright of his or her thesis or special project. However, as a condition of being awarded the degree, the student grants the University the non-exclusive right to retain, copy, use and distribute the thesis or special project, together with the right to co-require its publication for archival use. A graduate student may delay or restrict release of his or her thesis or special project or a portion thereof for up to two years in cases where part or all of the thesis or special project is being published elsewhere or the work is subject to patent disclosure requirements.

### **Use of Copyrighted Material**

If copyrighted material is used in a thesis or special project, the permission of the original copyright holder must be obtained since deposit in the University library is a form of publication for these purposes. A copy of the permission will be retained at R.F.K. Library.

### **Style Guides**

Students will follow the style guide prescribed by their chair, following conventions of professional journals in the discipline. The most commonly-used style guides are set forth by the American Psychological Association (for the social sciences, including education), the Modern Language Association (for composition, literature, linguistics), Chicago or Turabian (for the humanities), and Council of Biology Editors or Council of Science Editors style manuals in the sciences.

### **Formatting**

The University of Guam will make no changes to the formatting of a submitted thesis; the manuscript is the responsibility of the author. The final copy must be correct in spelling, punctuation, and format. Any variations to the requirements below must be approved in advance by the Director of Graduate Studies.

#### *Format*

The University of Guam no longer accepts hard copy thesis submissions. The final thesis submission will be made by a portable document format file (PDF). This should be generated by the word processing program rather than scanned.

#### *Font*

The text must be a 12-point font, such as Times New Roman. The text should be double-spaced, but extended quotations should be single-spaced and indented from each margin. Students should follow their style manual for indentation and justification.

#### *Pagination*

Students should follow their style manual for headers and pagination. The page numbers of the document must be consistent to the PDF page numbers, so that readers can be referred to the

correct page without confusion. Consequently, the title page, abstract, and table of contents can no longer be numbered with small roman numerals. The title page should be unnumbered, and numbering should begin on the abstract page, as page 2. Pagination must be continuous throughout the remainder of thesis.

### **Arrangement of Materials**

A thesis should have a structure that is consistent with general academic standards. The components of the work should be arranged in a logical way. The various sections of the thesis should be presented in the order and manner shown below.

1. *Title Page.* A model of the required format can be found on page 37.
2. *Abstract.* The Abstract is placed after the title page. The abstract must be between 100 to 500 words, and should be informative rather than indicative. The abstract should include keywords appropriate for a search engine. A model can be found on page 38.
3. *Acknowledgements (if any).* Briefly acknowledge those individuals who helped you in your research or writing. Students may use the space to express their appreciation to thesis committee members, people who assisted in data collection or analysis, any sources of funding (including travel) that was obtained to conduct the research.
4. *Table of Contents.* Each thesis must have a table of contents which lists the chapter headings and the principal subheadings. The listing of headings and subheadings must be identical to that found in the text.
5. *List of Tables (if any).* The listings must be identical to the first sentence of each of the table captions in the text. Each table should be positioned after the page on which it is first cited. In all disciplines, except for Biology, short tables can appear on the same page with the typed text. All tables included in the thesis must be cited in the text in consecutive numerical order.
6. *List of Figures (if any).* The listing must be identical to the first sentence of each figure captions found in the text. Graphs, illustrations, diagrams, and photographs should be labeled as figures and numbered consecutively with Arabic numerals. All figures must be cited in the text and the figure page positioned after the page on which it is first cited.
7. *Text.* This is the bulk of the manuscript, divided appropriately into chapters and sections as guided by the thesis committee. Tables and figures are included in this section. If footnotes are used, they must be in accordance with the format in the prescribed manuals of style. In general, footnotes are discouraged, except in instances in which they provide significant clarity and perspective to the main text.
8. *References, References Cited, Literature Cited, or Bibliography.* All references cited in the text must be listed in this section. If you use the headings "References Cited," all references listed in this section must also be cited in the text, including references in the captions of the tables, figures, and plates.
9. *Appendices (if any).* Appendices allow for the inclusion of detail information that would be distracting in the main body of the paper. Examples of items appropriate in an appendix are include mathematical proofs, lists of words, the questionnaire used in the research, a detailed description of an apparatus used in the research, etc. Please

consult the appropriate style manual for information on formatting and conventions appropriate for appendices.

### **Submission Procedures**

The oral examination or thesis defense will be given at least one (1) week before the last day of classes in the term in which the degree is to be conferred, with all the members of the candidate's committee present. All oral examinations will be open to the University community, unless approved by the academic dean and director.

The defense must be announced to the campus community, as directed by the thesis chair, at least one week before the day of the final defense. A copy of this notice must be sent to [thesis@triton.uog.edu](mailto:thesis@triton.uog.edu) along with a PDF reading copy of the thesis manuscript.

The final version of the thesis must be uploaded by the last day of classes so that the grades can be recorded and thesis completion can be appropriately indicated on transcripts. The thesis will be uploaded to the RFK Library Repository Site, and the library will forward the electronic copy of the thesis to the bindery for printing. Students will enter the bibliographical data for their thesis and upload the following:

- PDF copy of the thesis manuscript
- Receipt of payment for the \$50 binding fee
- Intellectual Property Authorization
- Completion of Thesis Form
- IRB or IACUC approval letters, as appropriate

Deadlines are shown in the academic calendar of the current *Graduate Bulletin* for the last dates to announce a defense, hold a defense meeting, and upload the final, approved thesis document.

### **Grading Standards**

The standard thesis credit requirement is a minimum of six credit-hours. Depending on program requirements, these may be completed in one semester or more. Students are required to register for at least one thesis credit hour in each semester after all other degree coursework requirements have been completed and before submission of the thesis, as well as in the final semester when graduating.

The Thesis Committee Chair will submit a grade of "IP" when satisfactory progress has been made at the end of any semester in which the student is enrolled, until the defense has been passed. If the student has not made satisfactory progress, the grade of "NP" (no progress) should be recorded. An "NP" grade may affect a student's academic status and financial aid standings.

A passed thesis will convert all previous 695 course grades to "P" (pass). Should the student's performance be judged unsatisfactory, he or she may be permitted to repeat the examination but only if this is recommended by the committee and approved by the Academic Dean. At least three (3) months must elapse before re-examination.

**SAMPLE TITLE PAGE**

*(Note: 4 lines spaces between each block of information)*

TAXONOMIC TREATMENT OF THE GENUS  
GRACILARIA (RHODOPHYTA) IN THE MICRONESIA

BY

MARIA ANN CRUZ

A thesis submitted in partial fulfillment of the  
requirements for the degree of

MASTER OF SCIENCE  
IN  
BIOLOGY

SUPERVISORY COMMITTEE  
Dr. Alpha Prime, Chair  
Dr. Same Discipline  
Dr. Another Discipline  
Dr. Another University  
Ms. Professional Content Specialist

UNIVERSITY OF GUAM

MAY 2019

<b>SAMPLE ABSTRACT</b>
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**Abstract**

Begin the text of the abstract on this line and double space throughout. Normally, state the problem or hypotheses, the approach or methodology, and the principal and noteworthy findings or conclusions. Be brief and factual, but use complete sentences. Do not exceed 500 words; 100 may do. If necessary, the abstract may continue on a second page. Margins are the same as in the thesis. Remember that an abstract should be informative.

**Keywords:** *three to six, not capitalized, italicized words that would be appropriate for a search engine.*



**SAMPLE AUTHORIZATION MEMO**

(To be signed, scanned, and uploaded as a separate document.)

MEMORANDUM

TO: Robert F. Kennedy Library

FROM: Jose J.P. Santos

SUBJECT: THESIS

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Transmitted herewith is an original copy of the above subject from:

Student's Name: Jose Santos

Title of Thesis: A THESIS SAMPLING FORMS USED IN CREATING A MODEL FOR OTHER THESIS PROJECTS AT THE UNIVERSITY OF GUAM

Number of Pages: 89 (including abstract)

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I hereby grant permission to the University of Guam to furnish upon request copies in whole of the Thesis described above, in written or electronic format, as determined by the library.

I am aware that a graduate student of the University of Guam owns the copyright of his or her thesis or special project. However, as a condition of being awarded the degree, I grant the University the non-exclusive right to retain, copy, use and distribute the thesis or special project, together with the right to require its publication for archival use.

I am further aware that a graduate student may delay or restrict release of his or her thesis or special project or a portion thereof for up to two years in cases where part or all of the thesis or special project is being published elsewhere or the work is subject to patent disclosure requirements.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE