

THESIS DIRECTIVES

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Preface

All graduate students at Marquette University who submit their master's thesis to the Graduate School as part of their degree requirements must comply with the style approved by their program (e.g. APA, MLA, etc.). The title page, however, must follow the approved formatting provided in this document.

The student, with the guidance of their master's committee, is responsible for the accuracy of the content of the thesis and should proofread and edit the thesis for correct syntax, grammar, spelling, punctuation, references, and adherence to university guidelines. The Graduate School reserves the right to reject theses that contain errors or do not follow the title page format.

The Graduate School updates the *Thesis Directives* periodically. The graduate student is responsible for using the most recent directives, available online at marquette.edu/grad/forms.php. Theses not meeting the current standards will be returned.

Thesis Outline

Students must submit an outline for their proposed thesis using the *Outline for Thesis, Thesis, Professional Project or Essay* form available online at marquette.edu/grad/forms.php. This is typically submitted prior to or during the first term in which thesis credits are taken. Outlines must be approved by the student's thesis director, the department chairperson, and the Graduate School. If the proposed research involves a real or apparent conflict of interest on the part of the student, the thesis director, or the committee members, it must be declared at the time the outline is submitted.

Once the outline form is completed and signed by all parties, it is an agreement between the student, the thesis committee, and the Graduate School for the student's planned research. The director(s) and committee members are approved once the Graduate School has approved* the outline. Any changes to the composition of the committee members or director requires the submission of a new outline form.

If the student's research involves humans, animals, or radioisotopes, the student is required to obtain written approval from the Office of Research Compliance (ORC) prior to initiating his/her work. The approval forms for human, animal, or radioisotope research may be obtained through ORC and must be submitted to the Graduate School upon approval. ORC requires the student to submit the necessary protocol forms for review and approval of his/her research. If the research is exempt, please include the letter from ORC noting the exemption. **Approval of the student's Outline for Thesis, Thesis, Professional Project or Essay form does not constitute approval by the Office of Research Compliance.**

For more information about the research compliance process, please refer to the ORC web site at marquette.edu/research-compliance.

Assembling a Thesis Committee

Candidates select their thesis committee with the assistance of their adviser. The names of at least three members, including the chairperson, must be listed on the *Outline for Dissertation, Thesis, Professional Project, or Essay* form. This form is available online at marquette.edu/grad/forms.php. (Some departments may require more than three committee members. Please check with your adviser.)

If the committee includes a non-Marquette member, the student must submit a recent curriculum vitae for that member to the Graduate School with their *Outline for Dissertation, Thesis, Professional Project, or Essay* form. A maximum of one non-Marquette member may serve as a committee member. Faculty with joint appointments that include an appointment at Marquette University are considered Marquette faculty. All outside members must hold a master's degree or higher.

Thesis Credits

Master's students must take six hours of thesis credits. Each department determines the number of credit hours that a candidate may take during any one term. Students who enroll in, and pay for, thesis credits will not be entitled to tuition refund of these credits even if they should subsequently not complete a thesis, withdraw from the program/University or are withdrawn from their program administratively.

If the student has already completed the six thesis credits required for graduation but is still working on their thesis, registration in a thesis continuation course may be appropriate as determined by the student's adviser. Thesis continuation courses are only appropriate for enrollment until after the student has completed all six thesis credits or is enrolled concurrently with their final thesis credits in conjunction with a continuation course. The student may register for less than half-time, half-time, or full-time status, based on the amount of work that is being done.

Basic Requirements for the Formatting of the Thesis

Style

Style guides vary greatly from one field or program to another, so the student should consult their adviser regarding recommended style manuals to follow. If the department has no preference, the Graduate School suggests using American Psychological Association (APA), Turabian, or the Modern Language Association of America (MLA) styles. Regardless of style, Proquest requires that left margins be at least one inch.

Title Page

The title page should be prepared according to the following instructions and shall be similar in appearance to the sample illustrated on the next page. The title page is not numbered but is considered to be the first page of the thesis.

1. To ensure all required elements fit on the title page, the thesis title may not exceed a total of 120 characters, including spaces and numbers. If the title is more than one line in length, the second and third lines should be single-spaced with the longest line being the first line (an inverted pyramid shape).
2. Center the title of the manuscript in capital letters 1 inch from the top of the page. The title must be identical, both in wording and in line breaks, to the title appearing on the abstract.
3. Approximately ten lines below the title, center the word "by". On the second line (a double space) below "by", center the author's name. The author's name must appear exactly as it is written on the abstract, the acknowledgements, and the approval forms.
4. Approximately ten lines below the author's name, center "A Thesis submitted to the Faculty of the Graduate School, Marquette University, in Partial Fulfillment of the Requirements for the Degree of Master of Science/Arts" (please included either "Science" or "Arts" as it matches the degree you are pursuing).
5. Approximately ten lines below the name of the academic unit, center "Milwaukee, Wisconsin", and on the second line (a double space) below "Milwaukee, Wisconsin", center the month and year of the actual graduation (must use: May, August, or December). No comma follows the month.

A STUDY OF THE SOCIOLOGICAL IMPACT OF THE
1984 OLYMPICS ON THE POVERTY
LEVEL OF CITIZENS OF
LOS ANGELES

by

John J. Smith, B.A.

sample

A Thesis submitted to the Faculty of the Graduate School,
Marquette University,
in Partial Fulfillment of the Requirements for
the Degree of Master of Science

Milwaukee, Wisconsin

December 2029

THESIS APPROVAL/SUBMISSION PROCESS

Thesis Approval Form

The completed *Thesis/Essay/Professional Project/Publication Approval* form, available online at marquette.edu/grad/forms.php, must be signed by all members of the thesis committee.

Publishing Through e-Publications@Marquette

The Publishing Trough e-Publications@Marquette form (available on our forms page at marquette.edu/grad/forms.php).

Submitting the Thesis

The final and approved thesis must be submitted electronically to ProQuest's "ETD Administrator" website. Instructions are available on the Electronic Theses and Dissertation website located at marquette.edu/grad/etd.shtml.