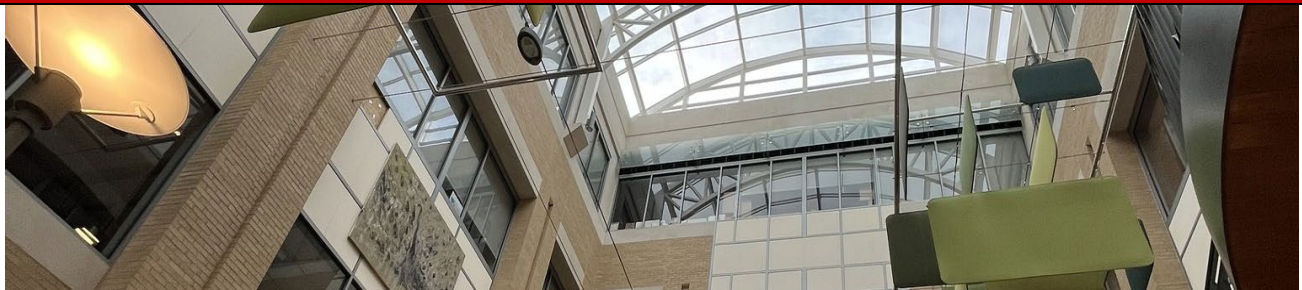




# Master's Degree Grad Pack

## Navigating the Masters of History Program



How to Apply to Grad School...	1
Degree Checksheets.....	2
Graduate School Policies.....	5
Admission/Program Req.....	7
Writing a Book Review.....	10
Thesis Tips/Tricks.....	12
Theis/Dissertation Guide.....	13

# How To Apply to Graduate School

These are the basic steps for applying to A-State Graduate Programs (master's, specialist or doctoral). Your materials will be reviewed by both Graduate Admissions and the Graduate Degree Program to which you've applied. If you have questions, please contact us at [A-State Graduate Admissions](#).

## **1. Submission of Application Materials**

Closely observe the deadline and required materials set by your [graduate program of interest](#), including any additional documents requested of students who are seeking departmental funding through assistantships or fellowships. Complete the application and fax, e-mail or mail any materials that could not be submitted online to [A-State Graduate Admissions](#).

### **General documents needed in the application process:**

A completed [online application](#) accompanied by the appropriate application fee (\$30 for U.S. applicants/\$50 for International applicants, \$50 for Doctoral applicants), along with the required documents for that specific graduate program. See program website for specific required documents. (There may be separate application forms for some of our programs, as noted on the [departments websites](#).)

Official transcripts from **all colleges and universities** attended since leaving high school. Transcripts must be mailed directly from the institutions previous attended. If you are a graduate of ASU, we will obtain your transcript for you.

All students are required to present written documentation of measles, mumps and rubella immunization. This immunization must have been received after the first birthday and after January 1, 1968. Arkansas law requires that in order to be eligible for enrollment at a public institution of higher learning a male applicant, between the ages of 18 and 25, who is a U.S. citizen must be registered or be exempt from registration with the selective service system.

If a standardized test is required for your major, you may contact the [Testing Center](#) at Arkansas State University at 870-972-2038 for information regarding tests and test dates.

## **2. Review by the Academic Program**

Once an applicant has submitted all required documents to Graduate Admissions, the admissions committee for that particular academic program will review their applicant file and make their decisions regarding admission.

## **3. Final Review by the Graduate School**

Once the Graduate School receives the academic program's admission decision, they email a copy of that Notice of Admission Decision to the applicant, unless the program notifies their applicants directly.

## **4. Admission**

If accepted into the degree program to which you applied, Graduate Admissions will admit you to the University and email you a copy of your Notice of Admission, unless that program notifies their accepted applicants directly. Admitted applicants need to check with their assigned Advisor noted on their Notice of Admission, in order to be able to register for the semester.

**Information taken from Graduate School "How to Apply" A-State Website:**

<https://www.astate.edu/info/admissions/graduate/how-to-apply/>

ARKANSAS STATE UNIVERSITY  
COLLEGE OF HUMANITIES & SOCIAL SCIENCES  
DEGREE & MAJOR: MASTER OF ARTS DEGREE IN HISTORY

2023-24

NAME: \_\_\_\_\_

STUDENT ID NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Requirements: 33 Graduate Hours (with no more than 12 semester hours of 5000-level courses)

<u>COURSE NUMBER</u>	<u>COURSE DESCRIPTION</u>	<u>INSTRUCTOR</u>	<u>TERM</u>	<u>GRADE</u>
HIST 6003	Intro to Graduate Study of History	_____	_____	_____
<b>HISTORY CORE:</b>				
<b>U.S. HISTORY - 6 hours</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>WORLD HISTORY - 6 hours</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>HISTORY ELECTIVES - 12 hours</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Course work must include at least one HIST 6253 Graduate Readings Seminar and one HIST 6263 Graduate Research Seminar

**HISTORY 6306 THESIS OR 6 HOURS HISTORY ELECTIVES**

THESIS TOPIC \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

(or)

HIST \_\_\_\_\_

HIST \_\_\_\_\_

COMPREHENSIVE EXAMINATIONS: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

ARKANSAS STATE UNIVERSITY  
 COLLEGE OF LIBERAL ARTS AND COMMUNICATIONS 2023-24  
 DEGREE & MAJOR: MASTER OF ARTS DEGREE IN HISTORY WITH PUBLIC HISTORY EMPHASIS

NAME: \_\_\_\_\_ STUDENT ID NO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Requirements: 33 Graduate Hours (with no more than 12 semester hours of 5000-level courses)

<u>COURSE NUMBER</u>	<u>COURSE DESCRIPTION</u>	<u>INSTRUCTOR</u>	<u>TERM</u>	<u>GRADE</u>
HIST 6003	Intro to Graduate Study of History	_____	_____	_____

**PUBLIC HISTORY CORE - 15 HOURS:**

HIST 6313	Introduction to Public History (Required)	_____	_____	_____
HIST 6763	Public History Seminar (Required)	_____	_____	_____
HIST 6623	Public History Internship (Required)	_____	_____	_____
_____	Public History Course	_____	_____	_____
_____	Public History Course	_____	_____	_____

**UNITED STATES OR WORLD HISTORY ELECTIVES- 9 HOURS**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**HISTORY 6306 THESIS OR PUBLIC HISTORY CAPSTONE**

THESIS TOPIC: \_\_\_\_\_ DIRECTOR: \_\_\_\_\_  
 (or)  
 HIST 6302 Public History Capstone \_\_\_\_\_

COMPREHENSIVE EXAMINATIONS: \_\_\_\_\_  
 COMPLETION DATE: \_\_\_\_\_

ADVISER SIGNATURE: \_\_\_\_\_



Arkansas State University  
College of Liberal Arts and Communications  
Check Sheet: Master of Arts Degree in History with a Global History Emphasis, 2023-24

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Requirements: 33 graduate hours (with no more than 12 hours of 5000-level courses) Course

<u>Number</u>	<u>Course Description</u>	<u>Instructor</u>	<u>Term</u>	<u>Grade</u>
HIST 6003	<u>Intro. To Grad. Study in History</u>	_____	_____	_____

**History Core:**

Course work must include at least one HIST 6253 graduate readings seminar and one HIST 6263 graduate research seminar.

HIST 6513	<u>Theory and Practice of Global History</u>	_____	_____	_____
-----------	--	-------	-------	-------

World History Electives (12 Hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

History Electives (15 Hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

History 6306 Thesis or Additional History Electives (6 Hours)

Thesis Topic: \_\_\_\_\_ Director: \_\_\_\_\_

\_\_\_\_\_ or

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comprehensive Examinations: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Advisor: \_\_\_\_\_



This following information is taken from the Official ASTATE Graduate Bulletin and is for informational purposes only. You may view the full bulletin by visiting this [link](#).

Published annually by Arkansas State University at State University, Arkansas 72467.

See the A-State web page at <http://www.astate.edu/> for current bulletin information.

# MASTER'S DEGREE POLICIES

## General Requirements

The program of study must include a minimum of 30 semester hours of graduate coursework.

Subject to the approval of the students' advisors and the Registrar, master's students who have a "B" grade average or above in graduate work from another approved institution may be permitted to transfer a maximum of nine semester hours of credit. Only work with "B" or better grades earned at an accredited institution and acceptable toward a graduate degree at that institution will be considered for transfer.

## Comprehensive Examination

Some candidates for master's degrees are required to take a comprehensive examination over their program of study (see each program for more information). The comprehensive examination may be written or oral or both, or may involve a practicum or internship experience as determined by the department in which the major is earned. An examination period is scheduled by each department during each full semester (Fall and Spring) and once in the Summer at the department's discretion. The date of the examination is announced in writing to all enrolled students, and all previously enrolled students who have requested notification, during the second week of the term.

Master's candidates may choose to take the comprehensive examination at the department's scheduled time during any enrollment period. Students must notify the department chair of intent to sit for the examination at least two weeks prior to the scheduled test date.

Students must pass the examination within the six-year time limit for completion of degree requirements. The language requirement or other research tool must have been fulfilled before completing the comprehensive examination for those degree programs having a language requirement or other research tool. Prior to a deadline established by the University for each enrollment period, the Registrar must be notified in writing via email when students have passed or failed the examination. Students failing the examination may repeat it at a time approved by the comprehensive examination committee but no earlier than the next scheduled period.

Before repeating the examination, students should consult with their committee. The completion of additional coursework or other additional study may be required.

Students who fail the comprehensive examination a second time will not be eligible for the degree.

## Thesis

Where required or elected, the thesis will carry a minimum of six hours of credit. Students may not register for thesis credit until they have submitted a Request to Form a Thesis or Dissertation Committee form and the committee has approved the proposed topic. Credit is awarded only upon completion and approval of the thesis. The student must be enrolled for thesis credit the semester it is completed and approved by committee, even if all required thesis-credit hours have already been completed. Upon the successful oral defense of the thesis, a grade of Pass ("P") will be assigned.

The thesis must demonstrate the student's capacity for creative expression, research, ability to organize and interpret data, and ability to report research in an acceptable style. The thesis subject is approved by the major professor and by the student's thesis committee no later than the close of the semester preceding that in which the student is planning to complete degree requirements. If degree completion is planned for a summer session, the thesis subject must be approved no later than 60 days after the first day of classes in the spring semester.

The thesis shall be in the form prescribed by the University as presented in the Guide for Writers of Dissertations and Theses, [available on the Graduate Programs website](#).

The student's thesis committee approves the thesis, including passing its defense. The thesis must be delivered to the major professor at least four weeks before the anticipated commencement date. The original, with the Thesis Defense Form signed by all thesis committee members, must be submitted to the Registrar by the deadline listed on the University's Academic Calendar.

The completed thesis will be submitted online through ProQuest according to the Thesis/Dissertation guide. The student is required to purchase two copies of their thesis for the Library.

## **Thesis Committee**

The department chair/program director and/or college dean, upon recommendation of the major professor, will approve the student's thesis committee. The committee comprises a minimum of three (3) committee members. The chair of the committee must hold Regular Graduate Faculty status at Arkansas State University. Students can elect to have two (2) co-chairs when specialized expertise is required for their research topic. If a co-chair is appointed, at least one of the co-chairs must hold Regular Graduate Faculty status at Arkansas State University. All other members must have Regular, Professional, or Affiliate Graduate Faculty status at Arkansas State University and represent areas of the student's research, as approved by the Graduate Council. In order to register for thesis hours, a Request to Form Thesis or Dissertation Committee Form and a Submission of Thesis or Dissertation Proposal Form must be completed and submitted to the Registrar before students can enroll in thesis hours.

## **Time to Degree**

The time allowed for completion of the master's degree is six (6) years from first enrollment in the program (unless otherwise approved by the graduate school dean), exclusive of time spent in the armed forces of the United States. Graduate work completed outside of the six-year time frame cannot be used to satisfy degree requirements. Transfer credit taken prior to admission at A-State may be included in the six-year limit.

## **THESIS FORMS:**

Request to Serve on Thesis or Dissertation Committee

Request to Form Thesis or Dissertation Committee

Thesis or Dissertation Defense

Submission of Thesis or Dissertation Proposal

Request to Change Thesis or Dissertation Advisory Committee Member

All found: <https://www.astate.edu/college/graduate-school/resources/>





# History, MA

---

← Return to: [Programs by College](#)

## ADMISSION REQUIREMENTS

Applicants must have completed a minimum of 18 undergraduate semester hours in History in addition to three semester hours of freshman-level World Civilization and three semester hours of sophomore-level United States History (both are considered to be part of the general education requirements). Applicants for the M.A. program in History will also be evaluated by the department for academic qualification based upon their undergraduate academic records, GRE scores and letters of reference.

In addition to meeting the Graduate Admissions requirements applicants must:

1. Submit two letters of reference from professors familiar with the applicant's work.

Applicants who finished their undergraduate degrees seven or more years prior to applying are urged to contact the department if they are having difficulty getting letters of reference.

There is no foreign language requirement for the Master of Arts degree in History. Students who plan to pursue the Ph.D. degree, however, are encouraged to complete the intermediate level of a foreign language.

## UNIVERSITY REQUIREMENTS:

---

See [Graduate Degree Policies](#) for additional information

## PROGRAM REQUIREMENTS:

---

Course work must include at least one [HIST 6253 - Graduate Readings Seminar](#) and one [HIST 6263 - Graduate Research Seminar](#).

[HIST 6003 - Introduction to Graduate Study of History](#) **Sem. Hrs: 3**

- [HIST 630V - Thesis](#) **Sem. Hrs: Variable**

**OR**

Six hours of approved History electives **Sem. Hrs: 6**

- World History Electives **Sem. Hrs: 6**
- U.S. History Electives **Sem. Hrs: 6**
- History Elective **Sem. Hrs: 12**

**TOTAL REQUIRED HOURS: 33**



# History, Emphasis in Global History, MA

## ADMISSION REQUIREMENTS - GLOBAL HISTORY EMPHASIS

Applicants must have completed at least 21 undergraduate semester hours in history, including three semester hours of freshman-level world history and nine semester hours of upper-division world history. Applicants for the M.A. in History, Global History emphasis, will be evaluated by the department for academic qualification based upon their undergraduate academic records, GRE scores and letters of reference. In addition to meeting the Graduate Admissions requirements applicants must:

1. Submit two letters of reference from professors familiar with the applicant's work.

Holders of the M.A. in History from A-State or another accredited graduate program may apply up to 15 hours of earned credit from a previous degree program to the completion of this degree, provided that those credits were earned within the 6-year limit for completion of the second degree.

## UNIVERSITY REQUIREMENTS:

See [Graduate Degree Policies](#) for additional information

## PROGRAM REQUIREMENTS:

Course work must include at least one [HIST 6253 - Graduate Readings Seminar](#) and one [HIST 6263 - Graduate Research Seminar](#).

- [HIST 6003 - Introduction to Graduate Study of History](#) **Sem. Hrs: 3**
- [HIST 6513 - Theory and Practice of Global History](#) **Sem. Hrs: 3**
- Global History Electives **Sem. Hrs: 12**
- History Electives **Sem. Hrs: 15**

**Sub-total: 33**

**TOTAL REQUIRED HOURS: 33**

CATALOG HOME

INTRODUCTIONS

ACCREDITATIONS  
AND INSTITUTIONAL  
MEMBERSHIPS

ACADEMIC  
CALENDAR

ORGANIZATION OF  
THE UNIVERSITY

OFFICERS OF THE  
UNIVERSITY  
2023-2024

THE UNIVERSITY

ADMISSION

FEES AND EXPENSES

ACADEMIC  
REGULATIONS

GRADUATE DEGREE  
POLICIES

PROGRAMS BY  
COLLEGE

PROGRAMS A-Z

COURSE  
DESCRIPTIONS

ADMINISTRATIVE  
SUPPORT STAFF,  
2023-2024

ENGLISH LEARNING  
ACADEMY



# History, Emphasis in Public History, MA

← Return to: [Programs by College](#)

## ADMISSION REQUIREMENTS - PUBLIC HISTORY EMPHASIS

Applicants must have completed a minimum of 18 undergraduate semester hours in history in addition to three semester hours of freshman-level world history and three semester hours of sophomore-level United States History (as general education requirements). Applicants for the M.A. in History, Public History Emphasis, will also be evaluated by the department for academic qualification based upon their undergraduate academic records, GRE score and letters of reference. In addition to meeting the Graduate Admissions requirements applicants must:

1. Submit two letters of reference from professors familiar with the applicant's work.

Holders of the M.A. in history from A-State or another accredited graduate program may apply up to 15 hours of earned credit from a previous degree program to the completion of this degree, provided that those credits were earned within the six-year limit for completion of the second degree.

There is no foreign language requirement for the M.A. in History, Public History Emphasis.

## UNIVERSITY REQUIREMENTS:

See [Graduate Degree Policies](#) for additional information

## PROGRAM REQUIREMENTS:

[HIST 6003 - Introduction to Graduate Study of History](#) **Sem. Hrs: 3**

[HIST 6313 - Introduction to Public History](#) **Sem. Hrs: 3**

[HIST 622V - Internship in Public History](#) **Sem. Hrs: Variable**

[HIST 630V - Thesis](#) **Sem. Hrs: Variable**

**OR**

[HIST 623V - Capstone Project in Public History](#) **Sem. Hrs: Variable**

[HIST 6763 - Public History Seminar](#) **Sem. Hrs: 3**

Public History Electives **Sem. Hrs: 6** (*excluding HIST 662V*)

5000- or higher-level U.S. or World History Electives **Sem. Hrs: 9**

**TOTAL REQUIRED HOURS: 33**

Entire Catalog



CATALOG HOME

INTRODUCTIONS

ACCREDITATIONS  
AND INSTITUTIONAL  
MEMBERSHIPS

ACADEMIC  
CALENDAR

ORGANIZATION OF  
THE UNIVERSITY

OFFICERS OF THE  
UNIVERSITY  
2023-2024

THE UNIVERSITY

ADMISSION

FEES AND EXPENSES

## **Writing a Book Review:** **Questions for Reading**

Source: Nesbitt-Johnston Writing Center, Hamilton College, "Writing a Book Review for History," <https://www.hamilton.edu/academics/centers/writing/writing-resources/writing-a-book-review-history>.

- What is the historical topic they are writing about?
- Who is the author, and what are his or her qualifications?  
Has the author written other books on the subject?
- What is the author's main argument?  
-Getting this right is KEY!
- When was the book written, and how does it fit into the scholarly debate on the subject?
- What is the author's method? For example, does the author rely strictly on narrative and anecdotes, or is the book analytical in some way?
- What kinds of evidence does the author use? For example, what is the balance of primary and secondary sources? Has the author done archival work? Is the source base substantial, or does it look thin? Is the author up-to-date in scholarly literature?
- How persuasive is the author's argument?
- What is your general opinion of the work and how is it significant to this particular field of study?

## **I. Introduction: 1 paragraph**

-State the name and work of the author.

-Answer the following questions:

- What is the historical topic they are writing about?
- Who is the author, and what are their qualifications?  
What have their main works been about or arguments used?
- What is the author's main argument?  
-Getting this right is KEY!

## **II. Methodology and Scholarship: 1-2 paragraphs**

-Give a concise summary of the book.

-Answer these questions:

- When was the book written and how does it relate to scholarly debates in this field?
- What is the author's methodology? Is it a macro or microhistory? Is it more theoretically based? Does it focus on narrative anecdotes?

## **III. Analyzing the Argument: 2 paragraph**

- What evidence does the author use? What is the balance of primary and secondary sources? Has the author done archival work? Is the work up to date on current scholarly debates and literature? (If it's an older work, what historiographical argument does it fit into?)
- Are there any implicit or explicit biases, either ideological or methodological? What are they and do they detract from the work?

## **IV. Conclusion 1 paragraph**

- How persuasive is the author's argument?
- What is your opinion of the work and how is it significant to this particular field of study? Are there any other applications for the work: e.g. graduate and undergraduate studies, social and political change, etc.?

# THESIS TIPS/TRICKS AND INFORMATION

Graduate School Forms and Guide	Institutional Policies and Procedures
<ul style="list-style-type: none"> <li>• Thesis/Dissertation Proposal Form</li> <li>• Request to Form Committee</li> <li>• Request to Change Thesis or Dissertation Committee Member</li> </ul> <p>The following is from the Graduate Schools website:</p> <p><a href="https://www.astate.edu/college/graduate-school/resources/">https://www.astate.edu/college/graduate-school/resources/</a></p> <ul style="list-style-type: none"> <li>• Guide to Theses and Dissertations can be found on Graduate School's "Thesis and Dissertation" (Under "Academic Policies")</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Potential Thesis Advisor</li> <li><input type="checkbox"/> Prospectus Meeting with Committee (at least three people)</li> <li><input type="checkbox"/> Complete Request to Form Committee</li> <li><input type="checkbox"/> Complete Dissertation Proposal Form</li> <li><input type="checkbox"/> Extensive Research and Writing</li> <li><input type="checkbox"/> Communication/Edits from Chair and Committee</li> <li><input type="checkbox"/> Final Defense of Thesis with Committee</li> <li><input type="checkbox"/> Complete Thesis/Dissertation Defense form (filed after defense)</li> <li><input type="checkbox"/> Complete all Pro Quest Guidelines</li> <li><input type="checkbox"/> Purchase three bound copies</li> </ul>
Scheduling Tips:	Writing Tips:
<ul style="list-style-type: none"> <li>• It is recommended that you submit 3-4 weeks in advance of this deadline on Academic Calendar.</li> <li>• Create a timetable of certain milestones and when you expect to have them completed.</li> <li>• REST and stop writing when able! 😊</li> </ul>	<p><b>BEFORE WRITING:</b></p> <ul style="list-style-type: none"> <li>• Gather and Analyze Sources</li> <li>• Develop a Thesis Statement</li> <li>• Write an Outline</li> <li>• Consult/Read Theses Guide</li> </ul> <p><b>WHILE WRITING:</b></p> <ul style="list-style-type: none"> <li>• Add Footnotes/Source Citations</li> <li>• Always Back Up Your Documents</li> <li>• Have to stop?- Bullet point where you plan to go next</li> </ul>

Things to Consider:	
<ul style="list-style-type: none"> <li>• Some faculty members will teach graduate courses that align with your thesis.</li> <li>• You can do assignments in some courses that align with your research.</li> <li>• Writing a Thesis is not required to complete an MA, but is <u>highly recommended</u> to those who continue to obtain PhD in History.</li> <li>• Everyone's thesis journey is different; it's not about writing the "perfect" research.</li> </ul>	



NEW: Thesis and Dissertation Guide Rough Layout

Introduction:

Welcome masters and doctoral candidates. This guide is meant to assist you in completing the thesis and dissertation process. You should read this information closely before beginning to write and research about your topic. The information contained in this guide covers Graduate School procedures and general ProQuest requirements; it does not include any processes or requirements specific to individual departments or writing style guides. Check with your advisor or graduate program director regularly to confirm that you are completing all the necessary steps toward thesis/dissertation completion. While several individuals are involved in the thesis/dissertation process from prewriting to evaluation, it is ultimately your responsibility to ensure that all aspects of preparation, writing, formatting, and submission have been completed.

Included in this guide are two distinct sections:

- *Section One* covers the preparation procedures required by The Graduate School before you begin writing the thesis/dissertation. Here you will find checklists, links to forms, and all the steps you must complete in order to begin and end the thesis/dissertation process.
- *Section Two* covers ProQuest Formatting guidelines for your front matter and document pagination. This will include details regarding the expectations for layout of your document, as well as tips for achieving the proper formatting. There are also video tutorials and workshops included in this section.

## Contents

<b>Contents</b>	<b>2</b>
<b>SECTION 1: GRADUATE SCHOOL PREPARATION GUIDELINES AND CHECKLISTS</b>	<b>3</b>
Steps For Completing a Thesis Or Dissertation	3
Form a Committee	3
Before You Write	4
Writing the Thesis or Dissertation	5
Submitting the Thesis or Dissertation	5
A List of Forms	5
Publishing and Printing Fees	6
Completion Checklist	7
<b>SECTION 2: PREPARATION AND ELECTRONIC SUBMISSIONS</b>	<b>8</b>
Section Two Introduction	8
GETTING STARTED	9
Checklist of Sections:	9
FRONT MATTER	10
Title Page	10
Copyright Page	11
Abstracts	12
Dedication/Acknowledgments	13
Table of Contents	14
List of Tables and Figures/Illustrations	15
SECTION 2.2: BODY TEXT	16
Chapters	16
Appendices	17
Bibliography	18
Footnotes/Endnotes	19
SUPPLEMENTAL MATERIALS	20



## SECTION 1: GRADUATE SCHOOL PREPARATION GUIDELINES AND CHECKLISTS

### Steps For Completing a Thesis Or Dissertation

#### Form a Committee

1. Consult with your faculty advisor or Chair of your department.
2. Secure the agreement of a member of the graduate faculty to serve as the dissertation or thesis advisor.
  - a. In the event that the dissertation or thesis advisor leaves A-State prior to completion of the dissertation/thesis, it is the responsibility of the Department Chair, in consultation with the remaining committee members and the student, to appoint another advisor or to assume that position.
3. **Doctoral dissertation writers** should consult with your advisor to form a committee of 3-5 members, **Master's thesis writers** and your thesis advisor will select at least two additional graduate faculty to serve on a thesis committee.
  - a. The committee members must complete the request to serve on a thesis/dissertation committee: [HERE](#)
    - i. Each form should be approved by your Department Chair, the Graduate Program Director, and the College Dean.
  - b. Consult the current Graduate Bulletin to determine the committee structure for the degree sought.
  - c. The thesis/dissertation advisor will chair the committee.
  - d. One member of the committee may be from outside the department.
4. Complete a dissertation or thesis committee form: [HERE](#)
  - a. This form must be approved by your Graduate Program Director, Department Chair, and College Dean.

## Before You Write

1. Consult with your dissertation or thesis committee members to select a research problem or topic and
  - a. Complete a dissertation or thesis proposal approval form: [HERE](#)
    - i. This form must be approved by the dissertation or thesis committee, Graduate Program Director, Department Chair, and College Dean.
2. Once the proposal is approved, consult with your thesis/dissertation committee to agree on the writing style manual (MLA, APA, Chicago, etc.) that will be followed throughout your writing process
  - a. Note that this style manual applies to the general organization, subdivision of text and method of source documentation to be used in the body of the thesis/dissertation.
3. Study the Preparation and Electronic Submissions section of this guide.
  - a. This guide refers to the general organization, formatting, and pagination standards required for submission to ProQuest.
4. While this guide tries to cover all the steps and requirements, these can sometimes change. So, direct any questions about formatting, style manuals, or text submission to your committee chair.
5. Confirm the submission deadlines. These change each semester but can be found on the campus academic calendar. It is recommended that you submit your document to the Thesis/Dissertation Review Coordinator 3-4 weeks in advance of this deadline.

## Writing the Thesis or Dissertation

1. Complete the research and study outlined in the proposal.
2. Then, prepare the research document in accordance with the Preparation and Electronic Submissions section of this guide.
3. Submit the document to the committee;
  - a. Upon approval of the research document by the committee, the advisor completes the thesis/dissertation defense form, [HERE](#).
    - i. This form must be signed by the committee, the program director, and the college dean and then submitted to the Office of the Registrar.

## Submitting the Thesis or Dissertation

1. 3-4 Weeks before the deadline listed on the Academic Calendar, you should submit your text to the Thesis/Dissertation Review Coordinator for ProQuest formatting approval.
2. Submit a PDF version of your text.
  - a. Check that your formatting has not shifted after converting your document to a PDF.
3. Check your email daily for corrections and make changes as needed.
4. Once formatting is approved, you are required to pay for three bound copies of the document that will go to:
  - a. The Dean B. Ellis Library,
  - b. Thesis/dissertation advisor,
  - c. And your department
    - i. Check with the Graduate School and/or your Committee Chair to confirm the number of required copies.

## A List of Forms

- Request to Serve on Thesis or Dissertation Committee
- Request to Form Thesis or Dissertation Committee
- Thesis or Dissertation Defense
- Submission of Thesis or Dissertation Proposal
- Request to Change Thesis or Dissertation Advisory Committee Member
- All found: <https://www.astate.edu/college/graduate-school/resources/>

## Publishing and Printing Fees

- The student is required to pay for two bound copies of the document
  - One double sided copy for the student
  - One single sided copy for the Dean B. Ellis Library
- Fees listed below are estimates at the time of this guide's completion and are subject to change at ProQuest's Discretion.
- Student Copy prices are starting points as there are multiple binding options.

Publishing Services	Doctoral Dissertations and Master's Theses
Traditional Publishing	\$0
Open Access Publishing	\$95
Copyright Service	\$75
Student Copies	\$38 - \$62
Two Required Copies	\$56 each \$112 total

## Completion Checklist

- Form a committee and appoint a thesis or dissertation advisor
  - 3-5 members for doctoral dissertations
  - 3 members for graduate theses
- Completed Member Request form for each faculty member serving
- Completed Dissertation or Thesis Committee form
- Completed Dissertation or Thesis Proposal form
- Selected Style Manual \_\_\_\_\_
- Completed the research and writing process
- Obtained committee approval
- Completed the Thesis/Dissertation Defense form
- Followed all ProQuest guidelines (detailed in Section Two)
- Submitted document to the Thesis/Dissertation Review Coordinator
- Purchase three bound copies
- Doctoral students should complete the National Science Foundation's Survey of Earned Doctorates: <https://sed-ncses.org/login.aspx>

## SECTION 2: PREPARATION AND ELECTRONIC SUBMISSIONS

### Section Two Introduction

This section of the Thesis and Dissertation Guide covers ProQuest Formatting guidelines, including detailed layout expectations for your document and tips for achieving the proper formatting in Microsoft Word. At this stage, a clear distinction must be made between the publication formatting required by ProQuest and the style manual conventions selected by you and your committee. Section One of this guide directs students to speak with their thesis/dissertation committee to determine the appropriate style manual to use while writing their text. The formatting described here, in Section Two, refers specifically to the ProQuest formatting requirements for the overall document.

The ProQuest publication formatting dictates the margins, pagination, cover page, and introductory portions of your document. Your selected style manual will help determine the general organization, specific subdivision of the text, and the method of source documentation to be used. In other words, your style manual covers everything from the title of your first chapter to the last entry in your references/bibliography page, while the ProQuest formatting applies to everything else. In scenarios where your selected style manual and the ProQuest guidelines conflict, follow the ProQuest guidelines.

Writers may be advised to review other theses or dissertations in their field during their writing process. While this is an excellent tool for modeling the discourse that other scholars in your field value, The Graduate School does not recommend using another thesis or dissertation as a model for ProQuest formatting or source documentation because a previously published text may not be up-to-date in these specific areas. We've included supplementary materials throughout this guide where we link out to theses and dissertations from various disciplines written by previous A-State students: these are up-to-date at the time of this guide's completion in Spring 2023.

If your research involves human subjects, you will likely need to complete the IRB training through CITI. Confirm this step with your advisor as needed.

## GETTING STARTED

It is strongly recommended that you do not complete your work in any software other than Microsoft, as the downloading process often shifts your formatting. This guide will only refer to Microsoft Word when describing formatting. Before you write, you should check that the font, line spacing, margins, and pagination settings are correct in your Microsoft Word settings. This is where most writers encounter formatting mistakes. Never trust the default settings. Below, we have listed the settings that remain the same throughout the document.

Consistent Formatting:

In your Microsoft Word Paragraph Settings:

- Set Left and Right Margins to 1.25”
- Set Bottom Margin to 1”
- Set Line Spacing to 0” in before and after
- Set Line Spacing to Single
- Top margins are different for some sections of the document. Pay close attention to those guidelines in the guide below.

Other consistencies:

- All pagination is centered in a footer (the title page number is suppressed)
- All section and Chapter titles are centered and start a new page of text
- All section and Chapter titles are typed using all capital letters

Some sections of your document will require 2” top margins and the pagination will change from lower case Roman numerals to Arabic numerals. To achieve the changing pagination and top margins, you will need to create section breaks in different places of your document. You can find details regarding pagination and top margin changes in each respective document section of this guide. The Supplemental Materials section links out to some helpful instructions for those who have never used these settings before.

Checklist of Sections:

- Title Page
- Copyright page (optional)
- Abstract
- Dedication and/or Acknowledgements (optional)
- Table of Contents
- Lists (Tables, Figures, Illustrations/Symbols)
- Dissertation Content: Chapters with introductions & main body
- Appendices
- Bibliography/References

## FRONT MATTER

### Title Page

The title page contains all the identifying information for your text, including your title, name, institution, names of your committee members and date of publication. Please note that there is a difference between “space” and “inches”. “Space” refers to starting a new line of text using the *return* or *enter* buttons on your keyboard (“double space” means an empty line between lines of text). “Inches” refers to the true measurement of the empty areas between information. For more information on how to add inches between lines of text, please view the “Section Breaks” entry in the supplemental materials section at the end of this guide. Pressing “enter” and hoping you are close will not get the spacing you need. For more detailed information on ProQuest formatting, see The A-State Writing Center.

### Formatting

- 2” top margin
- Maintain Left and Right Margins at 1.25”
- Maintain Bottom Margin at 1”
- Title and entire text should be centered on the page
  - Any text that takes multiple lines should be double spaced
- The title should be formatted with all capital letters
- Your name is 1” below the title
- The university statement is 1” below your name
  - “A Dissertation (or Thesis) presented to the faculty of Arkansas State University in partial fulfillment of the requirements for the Degree of”
  - Insert 1 line space
  - In all capital letters enter the title of your degree, for example: DOCTOR OF EDUCATION
- The university affiliation is 2’ below the university statement and includes the following two lines of text
  - ARKANSAS STATE UNIVERSITY
  - Month Year
- Approval date (month and year) is just below the university statement (no extra spacing)
- Pagination is suppressed (no page number should appear on the title page)



## Copyright Page

The copyright page is optional. If you have selected to purchase a copyright on your thesis or dissertation, a page indicating that ownership will follow the title page.

### Formatting

- Maintain Left and Right Margins at 1.25”
- Maintain Bottom Margin at 1”
- Start a new page
- All text here is centered
- All text begins at the bottom of the page
  - Line one: Insert a copyright symbol, followed by the year of publication
  - Line two: Your full name (exactly as it appears on your title page)
  - Line three: ALL RIGHTS RESERVED
- Pagination should be Roman Numerals
  - Since the pagination on the title page is suppressed, not skipped, the roman numeral here should begin at ii.

## Abstracts

Abstracts serve as an introduction to your work and will usually appear to other researchers in academic search engines before they access your full text. They typically contain a list of key terms, the main ideas of your text, and a brief description of research methods and outcomes. Abstracts can be no more than 150 words for a thesis, or 350 words for a dissertation. For more information on how abstracts can help you build conference proposals, please see The A-State Writing Center.

### Formatting

- Start a new page with a 2" top margin
- Maintain Left and Right Margins at 1.25"
- Maintain Bottom Margin at 1"
- Center the word ABSTRACT
- Double space the text of the abstract
- The title should be formatted with all capital letters
- Pagination: continues the roman numerals from the previous page

## Dedication/Acknowledgments

These are optional inclusions for both theses and dissertations wherein many writers may choose to show gratitude to persons or groups who have supported them in their educational journey. The dedication is an honorific statement from you to a person or group to whom you commend the effort and product of the dissertation. An acknowledgement is a statement of recognition of the people and institutions that helped your research and writing.

### Formatting

- Start a new page with a 2" top margin
- Maintain Left and Right Margins at 1.25"
- Maintain Bottom Margin at 1"
- Center the words DEDICATION or ACKNOWLEDGMENT
- If your text exceeds one page, the second page should have a 1" top margin
- Pagination: continues the roman numerals from the previous page

## Table of Contents

The Table of Contents (ToC) will show the location of every element of your document that appears after it; this includes lists, chapter titles, all levels of heading and subheadings, titles of appendices, the bibliography/references page, and any titles of tables or graphs. The ToC should not contain listings for the pages that precede it. All of the information listed in the ToC must exactly match the capitalization and wording of titles for the parts, chapters, and subheading used in the thesis/dissertation.

In order to achieve the desired formatting, it is recommended that you use the headings tools in your Word software. This will allow you to use the “Insert Table of Contents” tool in Word, which will generate the appropriate titles, page numbers, and leaders. If you have not already formatted your titles, subheadings, and page numbers for the entire document, do that before completing these steps. Please see the “Headings” help in the Supplemental Materials section of this guide.

### Formatting

- Start a new page with a 2” top margin
- Maintain Left and Right Margins at 1.25”
- Maintain Bottom Margin at 1”
- Center the title TABLE OF CONTENTS
- Place your cursor and click two lines below the title
- In your Word software’s toolbar ribbon select *references* and select *Table of Contents*
- Choose the template that includes the page numbers to the far right and uses dots as leaders (leaders are the symbols used to create space between the titles and page numbers for each element in the ToC)
- Each entry’s title should appear exactly as it is typed in the body of your document
- If the title exceeds one line of text, single space additional lines
- Each entry should have a double space between it and the next entry
- Pagination: continues the roman numerals from the previous page

## List of Tables and Figures/Illustrations

Think of these sections as a guide to the tables and figures that will appear throughout the body of your text. You are telling your readers what they will see and where the readers will see them. The images/tables/figures themselves do not appear here, you are simply listing their full number and titles. For submission to ProQuest, you may choose consecutive or chapter specific numeration. You may also choose to include descriptions of each table here. You have a couple of options, but you should consult with your thesis/dissertation committee for numeration expectations. These are the first items to appear in your Table of Contents so, be sure to format them appropriately (see the note on headings tools in the Table of Contents section of this guide).

### Formatting

- Assign each table in your document an Arabic numeral.
  - These numerals can be consecutive throughout your document
    - Table 1, Table 2, etc.
  - OR** each table can be assigned a two-part numeral that denotes their order within each chapter.
    - Table 3.1, Table 3.2, ect.
      - The number 3.2 would be assigned to the second table appearing in chapter three.
- Start a new page with a 1" top margin
  - See the note on section breaks for information on how to achieve the change in top margin from the previous section.
- Maintain Left and Right Margins at 1.25"
- Maintain Bottom Margin at 1"
- Center the title "LIST OF TABLES" (or FIGURES, or ILLUSTRATIONS as appropriate)
- List each table/figure with its assigned number and full title
  - Each entry's title should appear exactly as it is typed in the body of your document
  - If the title exceeds one line of text, single space additional lines
  - Each entry should have a double space between it and the next entry
- The page number on which the tables/figures/illustrations appear should be aligned to the right side of the List's page.
- Use the same leaders that appear in your ToC to separate the titles from the page numbers.
- Pagination: this is the last element that continues the roman numerals from the previous page.

## SECTION 2.2: BODY TEXT

### Chapters

Theses and Dissertations should be divided into chapters. Those chapters may include an introduction before the main body. The main body of your text will be divided, when needed, by consistent subheadings. Your chapters should all maintain a consistent style (font, typeset, size, etc.) throughout the entire document, including the headings and subheadings. All headings and subheadings must appear in the table of contents.

This page is the first to use a Roman numeral in the document pagination. To accomplish this, you will need to use continuous section breaks within your text. Please see our “pagination” workshop in the Supplemental Materials at the end of this guide.

### Formatting

- Start the first page of each chapter with a 2” top margin
  - Subsequent pages will have a 1” top margin
- Maintain Left and Right Margins at 1.25”
- Maintain Bottom Margin at 1”
- Select and maintain a consistent text size and type within the document,
  - Headings and subheadings are never larger or smaller than other text
  - Headings and subheadings text formatting usually adheres to the formatting requirements of your chosen writing style guide. Confirm with your advisor.
- Double space the main body of the document
  - Exceptions include block quotes, notes, captions, legends, and long headings – all of these are single spaced
  - Each of these individual items should be single spaced with a double spaced line between each item
- Indent all paragraphs consistently
- Align and capitalize your headings
  - Chapter titles are centered and typed using all capital letters
  - All other subheading text formatting usually adheres to the formatting requirements of your chosen writing style guide. Confirm with your advisor.
- Page numbers are in Arabic numerals without any additional punctuation

## Appendices

The appendix/appendices will appear at the end of your finished document. This is different from the list of tables and figures as it contains material not included in the body of the text (similar to endnotes). It should be placed after the final chapter and before the bibliography. It may include items such as figures, tables, images, or other forms of data incorporated or mentioned within the body of the thesis.

### Formatting

- The page has a 1" top margin
- Maintain Left and Right Margins at 1.25"
- Maintain Bottom Margin at 1"
- Appendices are placed after the last chapter and before the bibliography
- The appendix should have a 1" margin at the top
- Each appendix is assigned a corresponding number or letter and descriptive title
- Font and type are consistent with the rest of the document style
- Pagination continues the Arabic numerals from the previous page

## Bibliography

The bibliography is the master list of all references consulted in the composition of the finished document. You are required to and ethically responsible for documenting your sources. The formatting of your bibliography will depend on the selected style manual you use for the entire document. Bibliographic citations can vary from one style to the next, so consistency is of the utmost importance. The title of this section (i.e. bibliography, works cited, references, sources consulted, etc.) should be determined by you and your advisory committee and can vary between your discipline and designated style.

### Formatting

- The page has a 1" top margin
- Maintain Left and Right Margins at 1.25"
- Maintain Bottom Margin at 1"
- All entries should be single spaced with a double space between each entry
- Any abbreviations used in the body of the text and/or in footnotes/endnotes are consistent
- Font and type are consistent with the rest of the document
- Pagination continues the Arabic numerals from the previous page



## Footnotes/Endnotes

Footnotes and/or endnotes are used to reference or cite information without breaking up the flow of the text. Endnotes are footnotes that appear either at the end of the chapter or the end of the body of the text, but before the bibliography. Footnotes will follow a consistent style determined by the manual you and your committee select for your thesis. Footnotes are acknowledged by a superscript Arabic numeral within the text. Footnotes can appear either at the end of each page, the end of the chapter, or the end of the text, depending on how you utilize them. For more information on types of footnotes, [see this document](#).

### Formatting

- Determine whether you will include footnotes or endnotes
  - Footnotes appear at the end the page they are inserted
  - Endnotes appear at the end of each chapter, or at the end of the full body of text
  - If you use chapter endnotes, your numerical sequence can either begin and end with each chapter or carry throughout your document
    - Number them consecutively either within each chapter or throughout the work
- Font and type should be consistent – standard word processor superscript formatting will be 2 points smaller than the rest of your font
  - Footnotes can either be superscript Arabic numerals or are Arabic numerals placed on the line and followed by a period
- Footnotes at the end of the page will adjust with the processor formatting
  - Endnotes should begin on a separate page with a 1” top margin
- Endnotes should get a separate heading (at the end of the chapter or the end of the document) labeled “**Notes**”

## SUPPLEMENTAL MATERIALS

### 1. A-State Writing Center

- [Sample Theses/Dissertations by Discipline](#)

### How To's From Microsoft Word:

- [Section Breaks](#)
- [Headings](#)

### Other Sources

- [ProQuest](#)

## ProQuest: Creating an Account

- Go to the last page (20) of Thesis/Dissertation Guide
- Click on the [ProQuest Link](#)
- Click “Submit Now”



### Submit a Dissertation

Increase your profile and career opportunities in your discipline and as well as in multidisciplinary fields of study by submitting research output to the largest curated dissertations and theses database in the world.

[Learn More](#)

[Submit Now](#)

- 
- Click “Sign up and get started”
  - Add “Arkansas State University-Jonesboro” in the list
  - Click “Log In” as a Student
  - “Create New Student Account”
  - Fill in your information and click “create account”