

Ball State University Graduate School: Formatting and Submission Requirements for a Research Paper, Thesis, Creative Project, or Dissertation (revision date: 5/30/17)

PLEASE BE CERTAIN YOU ARE WORKING WITH THE MOST CURRENT VERSION OF THIS DOCUMENT. The most current version can be downloaded from the BSU Graduate School website under the section, “Preparing for Graduation” then “**Develop Your Degree Plan**”.

All papers/projects and required forms must be submitted by the submission deadline each semester. This deadline falls approximately four weeks prior to commencement each term, but please see the Graduate School website’s “**Dates and Deadlines**” page for the exact date. **No extensions will be given.** The Graduate School recommends that students upload their paper/projects at least one full week prior to the deadline in order to avoid delays in the approval process that could prevent graduation.

To see what forms are required for your submission, please see the [Forms Index](#) and forms on following pages of this document.

Graduate School Formatting Requirements for All Papers and Projects

Your department and advisory committee are responsible for determining the manual of style to be followed in writing a research paper, thesis, creative project, or dissertation. Follow the requirements below to format your project correctly.

The **abstract** and **title page** should be formatted to follow the Graduate School examples.

Margins – Margin guidelines apply to all material except: page numbers, figures, headers/footers, footnotes/endnotes, and full-page images.

Left: 1”

Right: 1”

Top 1”

Bottom: 1”

Page Numbering – Page numbers must be at least ¾” from edge of page

Spacing –

- Double-space: Abstract, dedication, acknowledgements, table of contents, body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts.
- Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.

(continued on next page)

Formatting and Submission Requirements for a Research Paper, Thesis, Creative Project, or Dissertation (continued)

Font –

- Font size for body text may be from 10 to 12 point and should remain consistent throughout the front pages and main text. Text must be easily legible.
- Font size and type may differ for footnotes, figure captions, table data, references, and material in an appendix and may be as small as 9-point.

Document type –

- All papers must be saved and uploaded as a PDF file.
- Total combined files sizes cannot exceed 25 MB.

Attachments –

- No embedded media files in your PDF are allowed
- Upload media files as supplementary files: During online submission, you will be asked to upload any supplementary files. If files exceed 25 MB limit, supplemental files may be submitted on CD/DVD. Two copies (three copies for doctoral submissions) are required and must be in individually labeled hard cases listing the following: Student name, paper/project title, and graduation month and year. Additional information may be listed on hard case label including tracks, etc.

Signatures – As a precaution, signatures are not to be included in the upload. This includes signatures of your Committee as well as signatures on documents such as IRB approval letters. Any and all signatures must be removed.

Forms Index

Select the research component that you are completing to see the required forms that must be submitted by the submission deadline.

Creative Project (3-credit hour)

- [ETD Signature Form](#)
- [Final Approval Form \(Masters – 3hr\)](#)
- [Sample Title Page](#)
- [Sample Abstract Page](#)

Creative Project (6-credit hour)

- [ETD Signature Form](#)
- [Final Approval Form \(Masters – 6hr – Sample\)](#)
- [Sample Title Page](#)
- [Sample Abstract Page](#)

Research Paper

- [ETD Signature Form](#)
- [Final Approval Form \(Masters – 3hr\)](#)
- [Sample Title Page](#)
- [Sample Abstract Page](#)

Thesis

- [ETD Signature Form](#)
- [Final Approval Form \(Masters – 6hr – Sample\)](#)
- [Sample Title Page](#)
- [Sample Abstract Page](#)

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Forms Index (continued)

Dissertation

- [Committee Signature Page \(See Sample\)](#)
- [ETD Signature Form](#)
- [Doctoral Degree Check Sheet \(Ed.D, Ph.D.\)](#)
- [Doctoral Degree Check Sheet \(D.A.\)](#)
- [UMI Publishing Agreement](#)
- [Copy of Abstract](#)
- [Copy of Title Page \(without Signatures; See Sample\)](#)
- [National Science Foundation “Survey of Earned Doctorates” online survey \(Ph.D. Only\)](#)

Tel: 765-285-1297
 Fax: 765-285-1328
 Web: <http://www.bsu.edu/gradschool/>
 Email: gradschool@bsu.edu

Research Paper, Thesis, Creative Project, or Dissertation (ETD) Signature Form

Directions: Complete this form, obtain all necessary signatures, return the form to the Graduate School, WQ 100, and pay any required fees. **Fees are only required of doctoral students.**

Refer to the Graduate School “Writing Requirements and Guidelines” (available at <http://www.bsu.edu/gradschool/>) for information on format requirements).

Name (as it appears on the submitted paper or project; please print or type): _____

			BSU ID Number
First	Middle or Initial	Last or Surname	Department

Address: _____ (_____) _____

Street Address	Daytime Telephone Number
City	State
	Zip Code

Title of Work:

Type of Paper (check one): **Research Paper** **Thesis** **Creative Project** **Dissertation**

Student and Committee Agreement:

My graduate committee and I agree that the document described above be placed in the ETD archive with the following status (**choose one only**)*:

- 1. Release the entire work immediately for access worldwide.
- 2. Release the entire work for Ball State University access only for one year, two years, or three years (embargo period). After this embargo period, release the work for access worldwide.
- 3. Release the entire work for Ball State University access only, while at the same time releasing only the following parts of the work (e.g., because other parts relate to publications) for worldwide access (separate files must be submitted to use this option; check all that apply or provide an attached list):

____ Abstract and key bibliographic data (i.e., from submission form)

____ File names as follows (i.e., separate PDF or multimedia files):

4. Release the entire work for Ball State University access only. (Ball State access includes faculty, staff, students.)

*ETD archive allows student products to be available online for use by the worldwide and university community. **In some cases, commercial and academic publishers may be unwilling to publish a research paper or creative work if it is released for worldwide access.** If you plan to publish your work at a later date, consider limited access in options 2, 3, and 4 after consulting with your advisor. You will continue to hold copyright of your work with each option. Students seeking a longer embargo or no access should contact the Graduate School.

Student Agreement:

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter to be included in my research paper, thesis, creative project, or dissertation allowing distribution as specified below. I certify that the version I am submitting is the same as that approved by my graduate committee or research advisor. I also certify that if my study involved human subjects, I have met all the requirements of the University’s Institutional Review Board including the submission of a final report.

I hereby grant to Ball State University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my above-mentioned document in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the above-mentioned document. I also retain the right to use in future works (such as articles or books) all or part of this above-mentioned document. It is understood that any copying or publication of this research paper, thesis, creative project, or dissertation for financial gain shall not be allowed without my further written permission and that any user may be liable for copyright infringement.

Signature:

Student: _____ **Date** _____

The student’s advisory committee have reviewed and accepted this document. The undersigned agree to abide by the statements above and agree that this Signature Form updates any and all previous Signature Forms submitted heretofore. In addition, the committee chairperson/co-chairperson certifies that, if applicable, all requirements of the University’s Institutional Review Board have been met by the student.

Department Chair (or designate) _____ **Date** _____

Committee Chairperson _____ **Date** _____

Co-Chair (if applicable) _____ **Date** _____

Committee Member _____ **Date** _____

Committee Member _____ **Date** _____

Committee Member _____ **Date** _____

Committee Member _____ **Date** _____

Graduate School Dean _____ **Date** _____

Graduate School

10/23/12

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Ball State University

Final Approval Sheet

for

Research Paper/Creative Project (RES 697/ CRPRJ 698) (3 HRS.)

Master's Candidates

This form will not be signed until the student's adviser and department chairperson (or designate) have approved the final research paper or creative project.

Student's Name _____

Current Address _____

Major Area _____

Approved: _____
Adviser * (**Typed** with signature) Date

Department Chairperson (or designate) Date

Title:

Research Paper (RES 697 – 3 hrs.)

Creative Project (CRPRJ 698 – 3 hrs.)

Graduate School _____
Dean, Graduate School Date

*In the event that the adviser and the department chairperson or designate are the same person, another member of the department must also sign this form.

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Sample Title Page

DEVELOPING MUSIC CURRICULUM

A RESEARCH PAPER (or THESIS, CREATIVE PROJECT, DISSERTATION)

SUBMITTED TO THE GRADUATE SCHOOL

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE

MASTER OF SCIENCE

BY

JANE ADAMS

DR. JOHN SMITH - ADVISOR

BALL STATE UNIVERSITY

MUNCIE, INDIANA

MAY 2014

(Month and Year of Graduation)

[Forms Index](#)

(6-HOURS PAPERS ONLY Sample Final Approval Form)

A METHODOLOGY FOR DEVELOPING
A PRESERVATION VEGETARIAN MANAGEMENT STRATEGY
FOR A HISTORIC DESIGNED LANDSCAPE:
DAYTON’S HILLS AND DALES’S PARK
A THESIS (OR CREATIVE PROJECT)
SUBMITTED TO THE GRADUATE SCHOOL
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE
MASTER OF LANDSCAPE ARCHITECTURE

BY

DONALD A. COLVIN, JR.

Committee Approval:

Committee Chairperson Date

Committee Member Date

Committee Member Date

Departmental Approval:

Departmental Chairperson Date

Dean of Graduate School Date

BALL STATE UNIVERSITY
MUNCIE, INDIANA
DECEMBER 2014
(month & year of graduation)

[Forms Index](#)

REFORM PROCESS OF THE MATHEMATICS CURRICULUM
FOR BASIC EDUCATION IN MEXICO
DURING 1992-2002
A DISSERTATION
SUBMITTED TO THE GRADUATE SCHOOL
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE
DOCTOR OF EDUCATION
BY
RODRIGO CAMBRAY-NÚÑEZ
DISSERTATION ADVISOR: DR. JAMES H. MCELHINNEY

APPROVED BY:

Committee Chairperson

Date

Committee Member

Date

Committee Member

Date

Committee Member

Date

Dean of Graduate School

Date

BALL STATE UNIVERSITY
MUNCIE, INDIANA
DECEMBER 2014
(Month and year of graduation)

[Forms Index](#)

Ball State University
DOCTORAL DEGREE CHECK SHEET
Muncie, Indiana

BSU ID # _____ Ed.D. _____ Ph.D. _____
NAME _____ Date _____

Last First Middle Maiden

Present Address _____

Permanent Address _____

Baccalaureate Degree _____

Institution Year Major

Master's Degree _____

Institution Year Major

Post Master's _____

Institution Year Major

Doctorate Area of Specialization _____ Cognates _____, _____

Admitted to: Doctoral Program _____ Graduate Status _____ Candidacy _____

Basic Required Courses: **DO NOT REGISTER FOR DISS 799 PRIOR TO CANDIDACY**

<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>	<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>
1. _____						5. _____					
2. _____						6. _____					
3. _____						7. _____					
4. _____						8. _____					

Area of Specialization: _____

<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>	<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>
1. _____						15. _____					
2. _____						16. _____					
3. _____						17. _____					
4. _____						18. _____					
5. _____						19. _____					
6. _____						20. _____					
7. _____						21. _____					
8. _____						22. _____					
9. _____						23. _____					
10. _____						24. _____					
11. _____						25. _____					
12. _____						26. _____					
13. _____						27. _____					
14. _____						28. _____					

Cognate Area: _____

<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>	<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>
1. _____						6. _____					
2. _____						7. _____					
3. _____						8. _____					
4. _____						9. _____					
5. _____						10. _____					

Cognate Area: _____

<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>	<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>
1. _____						5. _____					
2. _____						6. _____					
3. _____						7. _____					
4. _____						8. _____					

Other Courses

<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>	<u>Course</u>	<u>Cr.</u>	<u>To Do</u>	<u>Done</u>	<u>When</u>	<u>Grade</u>
1. _____						4. _____					
2. _____						5. _____					
3. _____						6. _____					

Special Requirements for Research Competency

Please check and specify:

_____ Foreign Language(s): _____

_____ Statistical Methods: _____

_____ Computer Science: _____

_____ Research Techniques: _____

Committee 1. _____ (Ch.)

2. _____

3. _____

4. _____

5. _____

Date: _____

Completed all requirements for degree _____

Academic Requirements Check Sheet: Doctor of Arts

You have already begun this form—it is your 90-hour plan. However, as you complete your dissertation and prepare to graduate, you now must update that plan, making any corrections or changes based on your actual enrollments. It now should reflect exactly what courses and enrollments you have used or earned toward your degree (at least 90 hours) with the correct semester, grade, etc. When you have completed your update, have your chair or co-chairs sign it (a signature from each committee member is not needed), provide a copy to the music graduate office, provide a copy to the Graduate School. You can submit this when you submit your other final paperwork. Contact the music graduate office if you have questions.

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ABSTRACT

DISSERTATION/THESIS/RESEARCH PAPER/CREATIVE PROJECT: The Significance of Bear Canine Artifacts in Hopewell Context

STUDENT: Leanne Bertino

DEGREE: Master of Arts

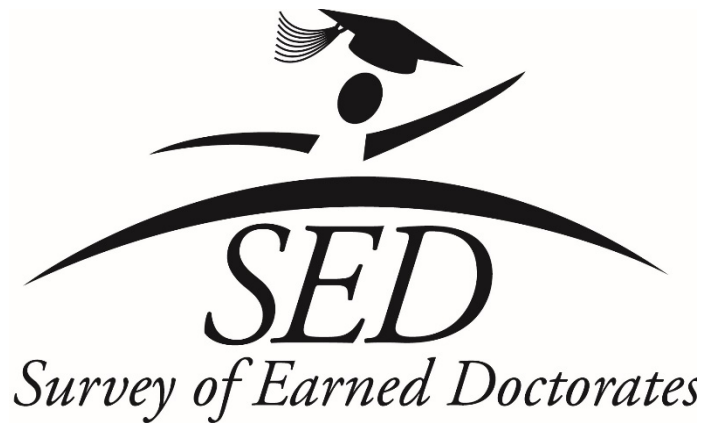
COLLEGE: Sciences and Humanities

DATE: December 2014 (should be month and year of graduation)

PAGES: 68

This study has presented a comprehensive overview of the context and significance of real and effigy bear canine artifacts in Hopewell context. The evidence suggests that burials with bear canine artifacts and additional grave goods in an extended position contained high status individuals. These burials contained the remains of males or male children, with status differences evident in both burial position and quantity of grave goods. Bear canine artifacts found in bon-contexts were primarily found in “ceremonial caches”. The inclusion of bear canine artifacts in such caches is indicative of their spiritual importance in Hopewell culture. Modification, including drilling, splitting and piercing of bear canine artifacts occurred in all five regions where these artifacts were found.

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The Survey of Earned Doctorates (SED) is an ongoing survey sponsored by the National Science Foundation, the National Institutes of Health, the US Department of Education, the National Endowment for the Humanities, the US Department of Agriculture and the National Aeronautics and Space Administration. The survey helps these and many other agencies and entities assess the availability of highly educated personnel. The survey gathers data from all research doctorate graduates each year on their educational history, sources of support and post-graduation plans. The completed survey responses become part of the Doctorate Records File (DRF), a nearly complete data bank on doctorate recipients from 1920 to the present and the major source of doctoral data at the national level. The profiles of doctorate recipients that emerge from these data assist policymakers at the federal, state, local and university levels.

The information provided on the survey questionnaire remains confidential and is safeguarded in accordance with the Privacy Act of 1974, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual.

To complete the Survey of Earned Doctorates, go to: <https://sed.norc.org> and follow the instructions. Once you complete the questionnaire via the web your university will receive a confirmation email stating that you completed the survey. You will also receive a confirmation email for your own records.

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UMI Publishing Agreement

ProQuest Online Submission

[Forms Index](#)



Ball State University participates in the ProQuest online submission service for dissertations.

This does not replace the submission process to the Ball State Graduate School. You must submit to both sites during your final graduation term, with the approval of the Graduate School. Please do not submit your dissertation to ProQuest until you have received the approval of the Graduate School Graduation Coordinator.

Your dissertation must meet the formatting guidelines of the Ball State Graduate School.

To submit your dissertation to ProQuest, please see the following steps:

1. Go to <http://www.etdadmin.com> and choose "Submit my dissertation/thesis".
2. Select your school from the list provided.
3. Create an account or login using an existing account.
4. Once you create an account, ETD Administrator will walk you through a simple process that involves accepting the publishing agreement and uploading the relevant files and information about your submission.
5. After you complete your submission, your graduate school administrator will review the submission before sending it to ProQuest Dissertation Publishing.
6. Note that all dissertations and theses must be submitted as a PDF document. For more information about creating PDF files, please see [PDF Frequently Asked Questions](#).

For ProQuest submission assistance and troubleshooting, please contact ProQuest support, by logging a ticket at the following site: <http://www.etdadmin.com/cgi-bin/main/support>, or by calling 800-521-0600

Mandy Lowe
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Graduation Coordinator
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