

Legal Studies Department



Procedures & Guidelines in Preparation of the Master of Arts Thesis

Proposed Program 2006



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I. BASIC PRINCIPLES

A. Introduction

A graduate thesis is a permanent record of a significant contribution made by a student particular field of knowledge. It demonstrates the writer has the capacity for research, the ability to draw logical conclusions, and a faculty in the organization of materials and the use of language. In the process of developing the thesis, students will be required to accomplish extensive readings and to demonstrate a significant knowledge of their discipline's methodological approach to research. The final draft must be approved by the thesis sponsor, the thesis committee, the Graduate School, and according to departmental procedures, it must be successfully defended at an oral examination. All of the above must be accomplished in a manner which reflects the maintenance of high ethical standards. The process and the finished thesis must be a credit to the student and the University.

B. Statement of Responsibility

Students have the responsibility of following the requirements set forth in this thesis guide and the additional guidelines established by the Department of Legal Studies. It is the student's responsibility to locate appropriate materials, perform the necessary research, develop conclusions, and present all of the above in a form, which meets standards acceptable to discipline. Both final and preliminary drafts are to be submitted in recommended manuscript form, free from typographical error.

Plagiarism in any form is unacceptable and will result in serious disciplinary action including loss of matriculation. If detected after graduation, the student's degree may be rescinded.

Subject content and appropriate supervision of all aspects of the thesis process is the responsibility of the thesis sponsor and the thesis committee. The department will approve the thesis only if style, form, and content standards are maintained.

The Graduate School is responsible for reviewing the manuscript to ensure meets the style and form standards developed in the various applicable guidelines. When met, the Graduate School will certify to the Registrar and the Department of Legal Studies that the thesis has been formally accepted.

II. THE THESIS PROCESS

Students intending to write a thesis are to follow the steps below.

Step 1. Upon matriculation into the Master's program, you should begin to consider possible thesis topics. During this period, you should obtain the university thesis guidelines and inquire of the graduate director if there are any special college, program, and/or departmental thesis guidelines. As your knowledge deepens and matures, you should engage in informal

conversations with faculty whose area of expertise coincide with your areas of thesis interest. These discussions also may include your graduate director and the departmental chairperson. The Master of Arts in Legal Studies program recommends that LSLW 511 *Research Methods and Analysis* be completed prior to beginning the thesis project.

Step 2. As these informal conversations tend to narrow the thesis topic, you should seek the cooperation of a particular faculty member to serve as your thesis sponsor. The selection of this person is very important. The thesis sponsor has the primary responsibility for the general supervision of your thesis. To facilitate this process, prepare a 3 to 4 page (or longer) document, which provides a clear statement of the research issue, an abbreviated literature review and a proposed research design/methodology. Faculty members will use this document to decide if they have the expertise and interest to serve as your sponsor.

Step 3. In consultation with your thesis sponsor, you should seek the cooperation of two additional faculties to serve on your thesis committee. The sponsor and the two-committee members constitute your three-member thesis committee. Only under exceptional circumstances will substitution for committee members be allowed. Any substitution that is allowed must be initiated by the thesis sponsor and approved by the department chair. Only full time faculty may serve as thesis sponsors.

The committee's first action will be the formal evaluation of your thesis topic.

Step 4. Once the thesis committee has approved your thesis topic, have all the parties sign Form A, *Approval for Writing a Master's Thesis*. (See Section V, *Forms and Sample Pages*). Provide your thesis sponsor and graduate director with photocopies of Form A. After Form A is approved by the Graduate School, the next registration opportunity, you should enroll in your program's thesis course (LSLW 698 *Master's Thesis*). If your thesis course is listed in the Schedule of Course, employ the published taxonomy. If it is not listed, you must register by using the Independent Study Application. When you submit your registration materials to the Registrar, Form A must be included. Without an appropriately completed Form A, your registration into the thesis course will not be processed.

Step 5. With the appropriate execution of Form A, you should begin developing a complete thesis outline. It should follow disciplinary standards and include significant detail. In developing the outline, it is imperative that you work closely with your thesis sponsor. Although they are not usually asked to review the outline until it is completed, other committee members may be approached for assistance.

Step 6. When the student and the sponsor agree the outline adequately presents the proposed thesis, it should be submitted to the thesis committee. Upon their suggestion, significant revisions may be necessary. When the outline is approved, Form B, and if necessary, Form C, must be appropriately completed and filed. (See Section V, *Forms and Sample Pages*).

FORM B. Once the committee approves the outline, a copy of the outline along with Form B *An Outline of a Proposed Thesis* must be appropriately signed and filed with your thesis sponsor and your graduate director.

NOTE: *The execution of Form B does not constitute approval of content of from of the final thesis document. Indeed, as your research evolves, it may prove necessary for your committee to call for the abandonment of the original thesis topic and the approval of a new topic.*

FORM C. File only if your research will involve the use of human subjects. In accordance with the national legislation and University policies, assurances must be made in writing that where human subjects are in any way involved in the thesis research, no physical or psychological harm will occur to them. Prior to initiation of any experiment on and/or the collection of any data from human subjects, the thesis committee must review and approve the research procedures to be employed. When the thesis committee has agreed that the research will not be harmful to its human subjects, a copy of Form C *Assurance of Ethical Standards* must be appropriately signed and filed with your thesis sponsor. The student must honor the methodology agreed upon and alter nothing without prior approval of the thesis committee. A copy of the statement of Ethical Standards published by the American Psychological Association is available in the Graduate School.

Step 7. With the completion of Step 1 through 6, the thesis research may begin. In performing your research, adhere to the following:

a. Your thesis committee will specify a particular style manual. Section V, Forms and Sample pages, contains style instructions which are applicable to all theses. All drafts - preliminary (working) and final - must be in conformity with the selected style manual, Section IV Preparation of Manuscript and, if applicable, any special college, school, program, and/or departmental thesis guidelines. The Department of Legal Studies requires the Chicago Manual of Style and the Harvard Blue Book for legal citations.

b. All questionnaires, letters of inquiry, etc., which are addressed to persons off this campus, must be approved, in writing, by your thesis sponsor to mailing.

c. Any change in your research outline and/or research methodology must be approved, in writing, by your thesis committee prior to its implementation.

d. In providing material to your committee, be certain to allow adequate time for the members to develop their response. During the fall and spring semesters, the minimum is one week. During summer sessions, many faculty are not available. Be aware of the university calendar (published in the Schedule of Courses booklet and the Graduate Catalog) and of the schedules of your committee members. Adequate planning is an absolute necessity.

e. Maintain duplicates of your research materials and of the various drafts of the thesis.

Step 8. It is highly probable that several drafts may be written before the final version is developed. Be certain to budget your time accordingly.

Step 9. When you and your thesis sponsor have agreed that the thesis is complete, copies are to be submitted to the other members of the committee. Distribute these copies at least two weeks prior to the scheduled date of the oral presentation. These working copies are not the final version of the thesis. Normally, committee members will make recommended changes by writing on these copies.

Step 10. The oral presentation is a critical element of the thesis process. Your thesis sponsor will determine the date of the presentation. Do not expect orals to be scheduled during the summer session or winter break. To allow for the incorporation of changes and possible additional research, the presentation should be held at least eight weeks prior to the date of graduation.

Your oral presentation in the Master of Arts in Legal Studies has the following format. Normally, the thesis sponsor will lead the examination. You should be prepared to provide a verbal presentation of the thesis (approximately 10 to 20 minutes). Committee members and persons outside the committee are allowed to raise issues and ask questions.

Step 11. Immediately at the end of the oral presentation, the thesis sponsor and the committee members will convene privately to pass upon the thesis. The thesis sponsor will notify you immediately of the decision. Some of the possible decisions include:

- a. The thesis is approved.
- b. The thesis is approved with modifications.
- c. The thesis is not approved. The committee will recommend further action.

Step 12. If the thesis is approved, you should proceed immediately to prepare the final version. The thesis sponsor will assume the responsibility of overseeing the implementation of any recommendations made by the committee members.

Step 13. After the final version incorporating all changes is complete and the abstract had been written and included in the manuscript, complete Form D, *The Thesis Cover Page* (see Section V, *Forms and Sample Pages*) and have it signed by the thesis sponsor and the other committee members.

Step 14. Along with a copy of the thesis, submit Form D to your department chair and then to your college dean. Please allow at one week for the form to be signed.

Step 15. At the student's expense, copies should be prepared and distributed as noted below:

- a. The original and one photocopy ("Xerox" copy) must be given to the Graduate School. (Each should be in a covering binder, without punched holes).
- b. One photocopy must be given to the thesis sponsor.
- c. One photocopy must be given to the department
- d. One photocopy must be given to each member of the thesis committee
- e. One photocopy should be retained by you.

The original of Form D must be included in the original copy of the thesis. Make photocopies of Form D to become the cover page of the photocopies of the thesis.

Step 16. After thesis has been received and approved by the Graduate School, the thesis sponsor will be notified that a grade may be assigned for the thesis. If this final approval is received during the semester in which the student registered for the thesis course, the grade is entered on the regular grade sheet. If the registration for the thesis course occurred in a previous semester, the sponsor should employ the procedures concerning incomplete grades.

a. Thesis Time Limit and Extension of Time Limits.

The initial time limit and the process for extending the thesis time limit depend upon the catalog number of your thesis course.

THESIS COURSES

For those who take LSLW 698 *Master's Thesis*, the student is expected to complete the thesis within one calendar year of filing Form A and registering for thesis course. Upon written request by the student, and with the thesis sponsor's approval the Graduate School may grant an extension of time if necessary. To register for the extension you must use an Independent Study application and register for LSLW 699 *Master's Thesis Extension*. This is a two-semester hour, non-credit course. The students must pay tuition and fees for two-semester hours. The extension is for six (6) calendar months.

b. Thesis Submission Deadline for Graduation.

The final thesis must be submitted to the Graduate School no later than six (6) weeks prior to commencement.

III. STYLE MANUALS

Style, footnotes, citation, and bibliographical form of the thesis should conform to the conventions prescribed by a standard style manual appropriate to the student's major field. In some case, the style employed in the discipline's major research publications may be appropriate for us. The thesis committee must approve the style manual selected. Also check with your thesis committee. Also check with your thesis committee for possible additional style requirements.

The following list includes some commonly utilized style manuals. In all cases, the latest editions must be employed.

American Chemical Society. *Handbook for Authors of Papers in the Research Journals of the American Chemical Society*. Washington, D.C.: American Chemical Society.

American Institute of Biological Sciences. *Style Manual for Biological Journals*. Washington, D.C.: American Institute of Biological Science.

Psychological Association. *Publication Manual of the American Psychological Association*. Washington, D.C.: American Psychological Association.

Campbell, William G. *Form and Style: Thesis, Reports and Term Papers*. Boston: Houghton Mifflin.

Gibaldi, Joseph and W.S. Achter. *MLA Handbook for Writers of Research Papers*. New York: The Modern Language Association of American.

Slade, Carol. *Form and Style*. Boston: Houghton Mifflin.

Turabain, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press.

U.S. Government Printing Office. *Style Manual*. Washington, D.C.

University of Chicago. *The Chicago Manual of Style*. Chicago: The University of Chicago Press.

IV. PREPARATION OF MANUSCRIPT (applicable regardless of the style manual chosen)

A. Typists

Typing may be done by a competent typist; however, an experienced thesis typist is preferred to someone who is alleged to be a “good typist”. The Graduate School neither approves nor recommends typists.

The typist should be thoroughly acquainted with the requirement of this guide, the selected style manual, and any special guides developed by the program. You should supply the typist with a legible rough draft and precise instructions. In writing footnotes and bibliography, follow the form preferred by the Department of Legal Studies, and check carefully every comma, colon, capital letter, and underlined word. Do not expect your typist to catch and/or correct errors. Be certain to make a copy of all pertinent material submitted to the typist.

Preparation of the manuscript can be very expensive. It is suggested that you have a clear understanding, in advance, as to all fees and services that are to be rendered. Neither the Department of Legal Studies nor the Graduate School can act as referees in disputes between you and your typist.

B. Typing

As the manuscript will undergo numerous alterations, it is highly recommended that the typing be accomplished a word processor or on a computer with word processing software. The print

must be in black ink. Type only on one side of the paper. When pen work is required, it must be performed in permanent, carbon-based, black ink employing either a lettering guide or a letter device. Although pica type is preferred, elite or bookface type may be employed. Non-standard typeface—such as script—are not acceptable. Dot matrix computer printing is normally not acceptable. Your thesis committee must approve all non-standard typefaces, in advance, in writing, by the chair of the Department of Legal Studies and by the Graduate School. To obtain such approval, submit a sample page to the above principals.

C. Paper

As the original copy is maintained permanently in the Sprague Library, it must be typed on 100% rag content, 20 lb. bond paper. While it is not necessary to use the above paper for photocopies, such copies must be made on substantial paper.

D. Margins

Each page must have the following margins:

1 and ½ inches on the left margin

1 inch for the right, top, and bottom margins

E. Spacing, Pagination, Footnotes, Citations, Bibliographical Entries etc.

Follow the Chicago Manual of Style and/or the Harvard Blue Book as selected by your thesis committee.

F. Corrections

The manuscripts must be free of strikeovers, interlineations, and other detectable corrections. Erasures are allowed if they are indiscernible. Liquid correction fluid and dry correction tape (e.g., KO-REC-TYPE) are never acceptable. Clean copy is essential. Both sides of all sheets must be free of carbon smears, smudges, gray cast, or any other extraneous marks.

G. Illustration and Similar Data

Subject to the following guidelines, drawing, figures, tables, graph, photograph, maps, and all other types of illustrative materials may be included. All such processes must be permanent and of high quality.

All illustrative data in the text must be prepared on paper of the same size, weight, and color as that of the rest of the manuscript. Such material must conform to the page margin requirements. A typewriter, lettering guide, or similar device must be used for captions, numerals, symbols, and characters. A black typewriter ribbon or permanent, carbon-based, black ink must be used for preparing the material.

To eliminate the problem of attaching photographs to thesis paper, photograph should be printed from negatives on 8 ½ x 11 inch photographic paper. Charts, maps, drawing, etc., also may be photographed and printed on 8 ½ x 11 inch paper.

If illustrations must be mounted, great care must be exercised in choosing a procedure. Generally, dry mounting is considered to be a permanent method. A permanent paper cement (with the affixed material dried under pressure) maybe acceptable. Do not mount with rubber cement, mucilage, photo-mounting corners, tape, staples, or other non-permanent methods.

H. *Oversized Data*

This material should be photographically reduced and printed on 8 ½ x 11 inch paper. If this is impossible, a folded page may be employed. To avoid cutting during the binding process, the right hand folded must be at least ¼ inch from the right edge of the regular pages. Be certain to number this page in alignment with the pagination in the text.

I. *Computer Printout*

Computer printouts may be used intact in the appendix if the left margin is at least one (1) inch and if the printout is 8 ½ x 11 inches. If the printout does not conform to these specifications, it must be reduced in size through a photocopying process.

J. *Pockets*

The use of pockets is discouraged and will normally be cause for disapproval. If absolutely unavoidable (e.g., large master maps for drawings), they may be folded and inserted in a pocket in the appendix.

K. *Format*

Each thesis must present preliminary material in the following order:

FORM D. This is the thesis cover page.

Title page. The second page is the title page. (See the sample title page located in Section V, *Forms and Sample Pages*). Observe the usual margin requirements. Center all lines within the margins. The title of the thesis is in upper case (capital) letters. With a long title, double space between lines and use an inverted pyramid form. The author's mane is type in full. The month and year should be that in which your degree will be conferred.

Copyright page. Insert this page only if needed. (See sample copyright page located in Section V, *Forms and Sample Pages*).

Acknowledgments.

Abstract.

Table of Contents.

Lists of Figures. Insert this page only if needed.

List of Illustrations. Insert this page only if needed.

L. Proofreading

The manuscript in final form must be carefully proofread and corrected before it is submitted to the Graduate School.

Every page must be checked for correct numbering and correct margins, and all copies must be checked to insure that pages are not missing. The manuscript must be thoroughly proofread for consistency. All titles in the Table of Contents must agree exactly with their wording in the text. Headings and subheadings must appear in the table of contents in descending order of value. Consistency in positioning all headings of the same value must be maintained.

M. Reproduction

The manuscript must be photocopied (“Xeroxed”) in a permanent manner on a paper of substantial quality. In all cases, the printing must be of acceptable quality and completely free from smudges, gray cast, or any other extraneous marks.

V. FORMS AND SAMPLE PAGES

The following pages contain the forms and sample pages lists below.

Form A: *Approval for Writing a Master’s Thesis*

Complete and submit along with other registration materials while registering for thesis course. Also provide the graduate director with a photocopy of Form A.

Form B: *An Outline of Proposed Thesis*

Once the committee approves the outline, a copy of the outline along with Form B must be appropriately signed and filed with your thesis sponsor. Provide a photocopy to your graduate director.

NOTE: The execution of Form B does not constitute approval of the content or form of the final thesis document.

Form C: *Assurance of Ethical Standards*

File only if your research involves the use of human subjects. When the thesis committee is agreed the research will not be harmful to its human subjects, a copy of Form C must be

appropriately signed and filed with your thesis sponsor. This form must be completed and filed prior to the initiation of any experiment on and/or collection of any data from human subjects. The student must use the methodology agreed upon and not alter it without prior approval of the thesis committee. A copy of the *Statement on Ethical Standards* published by the American Psychological Association is available in the Graduate School.

Form D. *The Thesis Cover Page*

After the final version incorporating all changes is complete and the Abstract has been written and included in the manuscript, complete Form D and have it signed by the thesis sponsor, the other committee members, the department chair, and the college dean.

Sample Title Page

Observe the usual margin requirements. Center all line within the margins. The title of the thesis is in upper case (capital) letters. With a long title, double space between lines and use an inverted pyramid form. The author's name is typed in full. The month and year should be that in which your degree will be conferred.

Sample Copyright Page

Include only if you wish to have your thesis copyright. The university does not require that the thesis be copyright; however, if your thesis is placed into the library without copyrighted page, it becomes public domain and cannot be copyrighted at a later date.

For complete copyright information, write to the Copyright Office, Library of Congress, Washington, DC 200577 or call at (703) 557-8700.

**MONTCLAIR STATE UNIVERSITY
APPROVAL FOR WRITING A MASTER'S THESIS**

_____ is accepted for _____ in the
(print name of student and Social Security Number) (Number & title of thesis course)
_____ semester in the year _____

Thesis Sponsor _____
(type or print) (sign) (date)

Graduate Director _____
(type or print) (sign) (date)

Committee Member _____
(type or print) (sign) (date)

Committee Member _____
(type or print) (sign) (date)

Graduate School _____
(type or print) (sign) (date)

Student _____
(type or print) (sign) (date)

FORM A

**MONTCLAIR STATE UNIVERSITY
AN OUTLINE OF A PROPOSED MASTER'S THESIS**

(thesis title)

by

(name of student)

Thesis Outline Approved

Thesis Sponsor

(type or print)

(sign)

(date)

Committee Member

(type or print)

(sign)

(date)

Committee Member

(type or print)

(sign)

(date)

[attach thesis outline to this form]

FORM B

**MONTCLAIR STATE UNIVERSITY
ASSURANCE OF ETHICAL STANDARDS**

[File only if your research will involve the use of human subjects]

1. Will your research employ any experiment on and/or the collection of any data from human subject? Yes__ No__

2. If you answered “YES” to Item 1, have you read the statement on Ethical Standards (1982) published by the American Psychological Association? Yes__ No__

3. If you answered “YES” to Item 1, is the safety of the human subjects assured? Yes__ No__

Thesis Title:



Student and committee Assurance of Ethical Standards:

Student	_____	_____	_____
	(type or print)	(sign)	(date)
Thesis Sponsor	_____	_____	_____
	(type or print)	(sign)	(date)
Committee Member	_____	_____	_____
	(type or print)	(sign)	(date)
Committee Member	_____	_____	_____
	(type or print)	(sign)	(date)

The student must honor the methodology agreed upon and not alter it without prior approval of the thesis committee.

FORM C

MONTCLAIR STATE UNIVERSITY

(title of thesis)

by

(name of student)

A Master's Thesis Submitted to the Faculty of

Montclair State University

In Partial Fulfillment of the Requirements

For the degree of

(insert name of degree)

(Insert date degree is to be conferred)

College of Humanities and Social Sciences



Department of Legal Studies

Certified by:

Thesis Committee

(Dr. Richard A. Gigliotti)
Dean, College of Humanities and Social Sciences

(Thesis sponsor signs on line; type name under signature)
Thesis Sponsor

(Committee member signs on line; type name under signature)
Committee Member

(Committee member signs on line; type name under signature)
Committee Member

(Department chair signs on line; type name under signature)
Department Chair

(date)

FORM D – (Not to appear on title page)
(Sample Copyright Page)

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[Sample Title Page]

JUDGEMENT AND FEELING IN THE ANESTHETIC
THEORY OF BERNARD BOSANQUEST

by
VELVA JEANNE OSBORNE

A THESIS

Submitted in partial fulfillment of the requirements for degree of
(insert name of degree) in
the Department of (insert name of Department) in
the Graduate program of
Montclair State University
(insert date degree is to be conferred)*



*insert month and year (with no comma between). The only month degree's are conferred are January, May, and August. No other months should be specified.

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