

SCHOLARLY PROJECT MANUAL

**INSTRUCTIONS FOR THE PREPARATION OF
THESES, DISSERTATIONS AND OTHER SCHOLARLY PROJECTS**



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CHAPTER ONE: INTRODUCTION

1. Purpose

This manual is intended to serve as an informative guide for preparation of theses, dissertations and scholarly projects at Salisbury University (SU). The general formatting requirements in this publication apply to all SU scholarly works. In regards to style, it is the student's responsibility to follow the specialized manual of scholarly style established by their program of study.

2. Policies

For information regarding graduate student policies, please refer to the most recent edition of the SU Catalog: <http://www.salisbury.edu/academics/catalog/>.

3. Academic Integrity

Integrity is a principle which permeates all the activities of the university and guides the behavior of faculty, students and staff at SU. The spirit of academic integrity denotes adherence to the precept that "one's work is one's own." The process by which integrity is upheld assumes clear communication of university expectations, standards, and policies and clear communication of students' and faculty's rights and responsibilities.

For information regarding academic integrity, please refer to the Student Academic Misconduct Policy: <http://www.salisbury.edu/provost/AcademicMisconductPolicy.html> .

4. Compliance

a. Human Subject Compliance (IRB)

The Salisbury University Institutional Review Board (IRB) is committed to protect the rights and welfare of human subjects who participate in research conducted by faculty, staff, and students of Salisbury University. The SU IRB follows the basic ethical principles of respect for persons, beneficence, and justice as set forth in the [Belmont Report](#). These principles are codified in [45 Code of Federal Regulations Part 46, subparts A-D - Protection of Human Subjects](#).

It is recommended that the students work with their advisor and explore publication requirements prior to declaring that their research does not require IRB review. The SU IRB suggests researchers always seek out IRB review for human subject related research. The SU IRB reserves the right to make the final determination as to which category is most appropriate.

For more information regarding policies, meeting dates and forms, please visit the SU IRB website: <http://www.salisbury.edu/gsr/research/compliance/irb/>.

b. Animal Subject Compliance (IACUC)

Salisbury University has a strong commitment to animal care and treatment. Quality animal care is critical to quality research outcomes and mandated by Federal animal welfare regulations. Administered through the Office of Graduate Studies and Research, the Animal Care Program is governed by SU's Institutional Animal Care and Use Committee (IACUC). The IACUC is responsible for interpreting the various animal welfare and humane use regulations and policies, and for establishing a set of guidelines governing the use of animals on campus. Thus, no animals may be used on the Salisbury University campus for research, teaching, or other purposes without prior approval of the IACUC. The Committee approval is based on the IACUC review of the investigator's submitted animal use protocol.

For more information regarding policies, meeting dates and forms, please visit the SU IACUC website: <http://www.salisbury.edu/gsr/research/compliance/iacuc/>

CHAPTER TWO: UNIVERSITY STANDARD COMPONENTS

1. Signature Page

The signature page must include the following:

1. Full title of your work;
2. Your full legal name
3. Signature lines for required approvers (per Program Guidelines)

Signature Page Notes:

- Discuss with your committee which titles and how many signature lines should be included on your title.
- The Signature page should accompany your work but is not included in the Table of Contents.
- Print out the number of copies you will need to accompany each copy of your work (Library, Program, etc).
- You must obtain original signatures for each signature page. Photocopies are not acceptable. Note: Online students or those with non-SU mentors may use secure electronic signatures.
- Make sure your legal name and work title are consistent on all pages.
- Follow margin requirements.

Please refer to Appendix A for a Sample Signature Page.

2. Title Page

The title page must include the following:

1. Full title of your work;
2. Your full legal name;
3. A submission statement including your program's official title and the name of the degree you are seeking; and
4. The submission date.

Title Page Notes:

- Special attention should be given to titling the paper. Retrieval systems and search functions use keywords in the title to locate the work. The title should be a meaningful description of the content of the manuscript.
- When indicating your degree, use the full name (i.e. Master of Social Work not M.S.W.; Master of Science Applied Biology not M.S. Biology; Master of Arts History not M.A. History).
- Double-space all portions of your title page.
- No signature, signature lines, or page numbers should be included on the title page.

- Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, etc.
- This Title page should be counted as page “i” but the number does not appear.
- The Title Page is not included in your Table of Contents.
- Follow margin requirements.
- Title should be centered in the top quarter of the page.
- Author’s name should be centered in the center of page.
- Project information should be centered in the bottom quarter of the page.

Please refer to Appendix B for a Sample Title Page.

3. Copyright Page (Optional)

The copyright page is optional. As the author **you already own the copyright to your work**. Under U.S. Copyright law, a creator of an "original work" created in a "fixed tangible medium" is **immediately and automatically** the copyright owner of the work.

If you chose to include a copyright page you must include the following:

1. A copyright statement including your full legal name
2. Year.

Copyright Page Notes:

- Make sure your legal name and work title are consistent on all pages.
- You can register your thesis yourself by filing for copyright directly through the Registration Portal of the U.S. Copyright Office. The registration fee is \$35 (Fee subject to change).
- You can request that ProQuest files for copyright with the U.S. Copyright Office on your behalf. The service fee is \$55.00 (Fee subject to change).
- If used, this page is numbered as Roman numeral “ii” but the number does not appear.
- The Copyright Page is not included in your Table of Contents.
- Follow margin requirements.

Please refer to Appendix C for a Sample Copyright Page.

4. Dedication Page (Optional)

If the student desires to dedicate their scholarly work, they may include a Dedication Page.

Dedication Page Notes:

- Dedication pages tend to be a more personal tribute to a person or group.
- Must be a separate page.
- Dedication page should be centered horizontally and vertically on page.
- Use Roman numeral pagination (number will be determined by what optional pages you have included).

- The Dedication Page should be included in your Table of Contents.
- Follow margin requirements.

Please refer to Appendix D for a Sample Dedication Page.

5. Acknowledgement Page (Optional)

If the student desires to acknowledge people through brief statements of appreciation or recognition, they may include an Acknowledgement Page.

Acknowledgement Page Notes:

- Must be a separate page.
- Should have title of “Acknowledgements”.
- Follow margin requirements.
- Use Roman numeral pagination (number will be determined by what optional pages you have included).
- The Acknowledgement Page should be included in your Table of Contents.

Please refer to Appendix E for a Sample Acknowledgement Page.

6. Abstract Page

An abstract of your scholarly work should include a brief summary of your research and findings.

Abstract Page Notes:

- The Abstract Page is required.
- Must be a separate page.
- Should have a title of “Abstract”.
- Follow margin requirements.
- Cannot exceed 350 words.
- Use Roman numeral pagination (number will determine what optional pages you have included).
- The Abstract Page should be included in your Table of Contents.

Please refer to Appendix F for a Sample Abstract Page.

7. Table of Contents

Every thesis and dissertation is required to include a table of contents which accurately reflects the outline and organization of the scholarly work. Scholarly works may be written for submission to a journal or it may be written in Chapter format. All headings, sections, chapters, and the first set of subdivisions/subchapters need to be listed in accordance to whether the work is a journal or manuscript.

Table of Contents Page Notes:

- Must be a separate page.
- Should have a title of “Table of Contents”.
- Follow margin requirements.
- The word "Page" should appear as the heading to the column of page numbers on the right side of the page.
- Headings, sections and chapters are left-justified and page numbers are right-justified with a dot leader preceding them.
- If entry is longer than one line, use single-spacing, with double spacing between entries.
- Subdivision/Subchapters should be indented.
- Make sure to be consistent in the numbering format for section titles used in the table of contents and that used in the text. (Ex: Do not use roman numerals for chapter titles in the table of contents and Arabic numerals in the text).
- Use Roman numeral pagination (number will determine what optional pages you have included).
- Do not include an entry for “Table of Contents” on the table of contents page.

Please refer to Appendix G for a Sample Table of Contents

8. List of Tables

The List of Tables should immediately follow the Table of Contents. If a table is taken from another source, you must cite that source below the table or figure within your text.

List of Tables Notes:

- Must be a separate page.
- Should have a title of “List of Tables”.
- Follow margin requirements.
- Tables should be numbered consecutively through the text in Arabic numerals. The tables used within the documents must match how they are numbered in the list of tables.
- The List of Tables should follow the same guidelines as the table of contents.
- The word "Page" should appear as the heading to the column of page numbers on the right side of the page.
- List number and titles are left-justified and page numbers are right-justified with a dot leader preceding them.
- Use Roman numeral pagination (number will determine what optional pages you have included).
- The List of Tables should be included in your Table of Contents.

Please refer to Appendix H for a Sample List of Tables

9. List of Figures

All illustrative materials other than tables are considered figures, including charts, graphs, drawings, photographs, or formulas. The List of Figures follows the List of Tables and the page should follow the same format.

List of Figures Notes:

- Must be a separate page.
- Should have a title of “List of Figures”.
- Follow margin requirements.
- Figures should be numbered consecutively through the text in Arabic numerals. The figures used within the documents must match their numbers in the list of figures.
- The List of Figures should follow the same guidelines as the List of Tables.
- The word "Page" should appear as the heading to the column of page numbers on the right side of the page.
- List number and titles are left-justified and page numbers are right-justified with a dot leader preceding them.
- Use Roman numeral pagination (number will determine what optional pages you have included).
- The List of Figures should be included in your Table of Contents.

Please refer to Appendix I for a Sample List of Figures

10. List of Abbreviations/Symbols (Optional)

If you use abbreviations and symbols extensively through your scholarly work, you may opt to include a list of abbreviations and symbols and their corresponding definition or meaning.

List of Abbreviations/Symbols Notes:

- Must be a separate page.
- Should have a title of “List of Abbreviations/Symbols”.
- Follow margin requirements.
- Arrange them alphabetically.
- Abbreviations are left-justified with two tabs between abbreviation/symbol and definition/meaning.
- Use Roman numeral pagination (number will determine what optional pages you have included).
- The List of Abbreviations/Symbols should be included in your Table of Contents.

Please refer to Appendix J for a Sample List of Abbreviations/Symbols

11. Text

The text of your scholarly work represents the body of your research. The format of the scholarly work should be logical and consistent. Aspects of the internal organization of the work including headings, subheadings, tables, figures, footnotes, bibliography and appendices should conform to guidelines indicated in the style manual that the student is using.

Text Notes:

- The first page of the manuscript is numbered with the Arabic 1 and all subsequent pages, including the bibliography and appendices, are numbered with Arabic numerals.
- The main text should be double spaced.
- Be sure to cite quotations and ideas borrowed from others in a style that is appropriate to your discipline.

12. Source Page

The source page should indicate the sources used during the student's research. The style guide used will determine the heading. Some examples are "Bibliography", "References" or "Works Cited".

Source Page Notes:

- Must be a separate page.
- Use appropriate title in accordance to style guide.
- Follow margin requirements.
- List order is determined by style guide. Students should consult that manual.
- Use Arabic numeral pagination.
- The Source Page should be included in your Table of Contents.

13. Appendices

An appendix or appendices are optional. They are used to include additional materials and supplementary materials that are not an integral part of the text, but that contribute examples or supporting evidence to your research. You must create a cover sheet for this section with "Appendix" or "Appendices" depending on how many you have.

Appendix/Appendices Cover Page Notes:

- Must be a separate page.
- Title should be in all capitals and centered horizontally and vertically following margin requirements.
- This sheet is counted and numbered with an Arabic number, continuing with the numbers used in the body.
- The Appendix/Appendices Cover Page is included in your Table of Contents

Please refer to Appendix K for a Sample of Appendix Cover Page

Appendix/Appendices Notes:

- Each new Appendix must start on a new page.
- Appendices are labeled using capital letters (e.g., Appendix A, Appendix B., etc.) and are listed at the top of each new appendices following margin requirements.
- These sheets are counted and numbered with an Arabic number, continuing with the numbers used in the body.
- The appendix or appendices, including its title, should be listed on the table of contents page. If using appendices, each appendix should be listed underneath the appendices section (as a subsection) on the table of contents (e.g., Appendix A, Appendix B, etc.) with the corresponding page number. (Refer to Table of Contents example in Appendix G).

14. Endnotes

The style guide for your discipline will determine whether endnotes are acceptable and where they are placed. Some styles allow endnotes to be placed at the end of each chapter. Other styles prefer endnotes be placed at the end of your entire document.

Endnotes Page Notes:

- Must be a separate page.
- Should have a title of “Endnotes”.
- Follow margin requirements.
- List order is determined by style guide. Students should consult that manual.

CHAPTER THREE: STANDARD FORMATTING GUIDELINES

1. Style

Consult with your program for which citation style should be used. For assistance, please consult the Citation Style Guide: <http://libraryguides.salisbury.edu/citation> .

2. Preparation

Prepare your manuscript using a word processing program.

3. Paper

Use only high-quality 25 percent or 100 percent cotton bond paper (confirm by checking watermark on the paper). Paper must be white, unlined and the standard 8 ½” x 11” size. Printing will only occur on one side.

4. Margins

To facilitate binding, the left margin of your work must be 1 ½”. The remaining top, bottom and right margins should be 1”. Page numbers must fit within specified margins.

5. Pagination

Number all of your pages with the exception of the title page, signature page and copyright page. Begin numbering the pages with the dedication page or the acknowledgement page (if included).

- All numbered pages preceding your text should be numbered with lower case Roman numerals.
- Numbers starting with the first page of your text should be Arabic numerals.
- Do not accompany your numbers with periods, hyphens or parenthesis.
- Page numbers are placed in the upper right hand corner.
- If your document contains landscape pages, make sure that your page numbers still appear in the same position and direction as they do on pages with standard portrait orientation for consistency.

6. Font Type and Size

Use the same font throughout your document. You should only use black type in your document. To ensure legible text, please choose a TrueType font recommended by ProQuest Dissertation Publishing. Recommended fonts and size include:

- Arial 10pt

- Century 11pt
- Courier New 10pt
- Garamond 12pt
- Georgia 11pt
- Lucida Bright 10pt
- Microsoft Sans Serif 10pt
- Tahoma 10pt
- Times New Roman 12pt - PREFERRED
- Trebuchet MS 10pt
- Verdana 10pt

7. Spacing

Spacing should follow the following guidelines:

- The Title Page, Copyright Page, Dedication Page, Acknowledgement Page, Abstract, Table of Contents and Body should be double-spaced.
- Check your selected style guide to determine whether long quotations, footnotes, and the sources page should be single-spaced or double-spaced.
- New paragraphs must be indicated by a consistent indentation throughout the entire document.
- Document text must be left-justified.
- Do not add additional spaces between paragraphs or sections.

8. Running Heads

Please consult your style manual for to determine whether running heads should be used. If a header is used, is should be placed within the 1” top margin, at the top of every page, above the regular text.

CHAPTER FOUR: SUBMISSION PROCESSES

1. Signatures

Once your manuscript is approved/defended, please have your Chair(s) and Committee Member(s) sign the Signature Page (s). **For each copy, there must be a signature page with original signatures.**

You are also responsible for submitting a signed “Completion/Defense Submission Form” which can be found online through the Office of Graduate Studies and Research:

<http://www.salisbury.edu/gsr/gradstudies/>. All manuscripts should be submitted to Jessica Scott in Holloway Hall, Room 267 for technical review.

Please refer to Appendix L for the Completion/Defense Submission Form.

2. Timeline

Deadline: Final projects should be submitted to the Office of Graduate Studies (OGS) for technical review at least one week prior the applicable commencement ceremony in December or May. It is expected that all corrections will be completed and resubmitted to OGS by 12pm on the day prior to your Commencement ceremony. As a reminder, there is a separate graduate ceremony in May. Please make sure you are familiar with ceremony dates. If corrections are not submitted, your degree conferral can be postponed.

3. Technical Review

Once your manuscript is submitted to the OGS, it will undergo a technical review. Please contact jlscott@salisbury.edu to make arrangements. Manuscripts may be delivered, mailed or emailed. Please be aware of your deadline when determining best method of delivery. Please DO NOT print product on your high-quality manuscript paper until your project has been approved for binding.

Reviews are done as quickly as possible and in the order in which projects are received. After the review, you will be notified of approval or requested corrections. Once you have completed any technical revisions (if necessary), please provide the final copies on manuscript paper with an original signature page included with each copy. Online students should consider deadlines when planning mailing and delivery time.

4. Submission for Binding

The Office of Graduate Studies will submit all final copies to Library Services for binding.

5. Binding

You must provide two copies for the library. One will be archived in the Nabb Center and one will be bound and made available in the Library Stacks. These will be at no cost to the student. In addition, the Office of Graduate Studies and Research has agreed to cover binding costs for up to (4) departmental and/or personal copies. Any additional copies are \$26.50 and must be paid by the student or department. Checks should be made out to Salisbury University. You will be contacted by the Library when the binding has been completed.

6. ProQuest

ProQuest is an electronic database which houses thesis and dissertations. Please consult with your Program Director or Manuscript Chair to determine whether submission to ProQuest is required. Having your work included in ProQuest does not affect the author's retention of copyright. There is no fee for a basic submission to ProQuest. There can be additional fees if you would like additional avenues of dissemination. Please consult <https://www.proquest.com/products-services/dissertations/proquest-dissertations-faq.html> for answers to additional questions.

7. SOAR

SOAR is a digital archive that provides public online access to the work of the faculty, staff, and students of Salisbury University. It is SU's contribution to the larger MD-SOAR pilot program funded by the University System of Maryland and Affiliated Institutions (USMAI) Library Consortium, which represents the collaborative efforts of 11 different higher education institutions within the state of Maryland.

Depositing work in SOAR@SU increases its global visibility and impact, provides rapid dissemination, and long-term preservation. It also can help meet the data management and open access requirements of research funding agencies. We encourage all students to submit their work to SOAR.

APPENDICES

APPENDIX A – SAMPLE SIGNATURE PAGE

Full Title of Scholarly Work

By Author's full name

APPROVED BY:

Advisor/Chair

Date

Committee Member

Date

Committee Member

Date

Graduate Program Director (if required)

Date

APPENDIX B – SAMPLE TITLE PAGE

Full Title of Thesis, Dissertation or Scholarly Work

By

Full Name of Author

A (thesis, dissertation or scholarly work) submitted to the (Department or School) of
(Official Program Name) of Salisbury University in partial fulfillment of the requirements

for the degree of

Full Degree Name

Month, Day, and Year Submitted

APPENDIX C – SAMPLE COPYRIGHT PAGE

Copyright

By

Full name of author

Year

APPENDIX D – SAMPLE DEDICATION PAGE

I dedicate this research to my family. I love you.

APPENDIX E – SAMPLE ACKNOWLEDGEMENT PAGE

Acknowledgements

I would like to thank Dr. Jones, Dr. Smith and Dr. Williams for being tremendous mentors and pushing me to finish when I was not sure I would. I would also like to thank to the staff at the Salisbury University Research Center for their guidance. Without them this project would not be possible.

APPENDIX F – SAMPLE ABSTRACT PAGE

Abstract

An abstract of your scholarly work should include a brief summary of your research and findings. An abstract is very important in terms of searching for your project.

Here are some interesting facts about the abstract page. The abstract page is required. It must be on a separate page. You must follow the margin requirements. Your abstract cannot exceed 350 words.

APPENDIX G – TABLE OF CONTENTS

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3. Graph of students per building.....	39

APPENDIX J – SAMPLE LIST OF ABBREVIATIONS/SYMBOLS PAGE

List of Abbreviations/Symbols

ED	U. S. Department of Education
NASA	National Aeronautics and Space Administration
NIH	National Institutes of Health
NSF	National Science Foundation
TSA	Transportation Security Administration
\$	Dollar Sign
&	Ampersand
#	Hashtag

APPENDIX K – COMPLETION/DEFENSE SUBMISSION FORM



Office of Graduate Studies
Holloway Hall, Room 262
1101 Camden Avenue Salisbury, MD 21801
www.salisbury.edu/gsr/gradstudies

COMPLETION/DEFENSE SUBMISSION FORM
Form should be typed to avoid errors and/or delays

Where a degree program includes a thesis, dissertation, or exit project, a committee will be appointed by the department or school. When the thesis, dissertation, or project has been completed, this form will be submitted to the Office of Graduate Studies. This form should be submitted with your printed copies.

Student Name: _____ Permanent Email: _____ SU ID: _____

Permanent Address: _____ Phone: _____

This is to certify that on (Date): _____, (Student Name): _____

qualified for graduation from the Degree Program: _____ based on successful completion and/or defense of (Thesis, Dissertation or Project Title): _____

NAME OF CHAIR/CO-CHAIR/FACULTY ADVISOR(S):

SIGNATURE:

NAME OF COMMITTEE MEMBERS:

SIGNATURE:

Graduate Program Director

Date

OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies (OGS) will be the official clearinghouse for graduate manuscripts. Once technical review is completed, OGS will submit all copies to the SU Libraries for binding.

Date Received: _____ Number of Copies: _____ Date of Tech Review: _____ Approved Not Approved

(Reason): _____

Submitted to ProQuest (based on program): Yes No Date: _____ Submitted to SOAR: Yes No Date: _____

Library copy submitted (required): 2 Departmental Copies: 1 Personal Copies: _____
(Note: Binding library copies are free to students. OGS (#350000) will cover binding costs for up to (4) copies (1 for the department and 3 to be distributed by the student). Departments or students may opt to pay for additional copies (\$26.50/copy). Please indicate the number of additional copies _____.

Payment: Account code to be charged: _____ or personal check made out to Salisbury University.

Dean of Graduate Studies

Date