

COASTAL CAROLINA UNIVERISTY
Master of Science
COASTAL MARINE AND WETLAND STUDIES
Thesis Guidelines

An approved thesis is a mandatory component of the requirements for the Master of Science in Coastal Marine and Wetland Studies. The thesis is a permanent record of the independent research and creative work that is an integral part of this degree. Since the thesis will be preserved and shared with other scholars and professionals, high standards must be upheld concerning the form and appearance.

A thesis is based on original research that is approved by the degree candidate's thesis committee. Questions about research and about the thesis committee should be directed to the major professor or the SCMSS Graduate Programs Coordinator. When a degree candidate completes their thesis, it must be defended before an examining committee.

The defense of the thesis should be conducted no less than thirty days (30) before the date the degree candidate expects to receive their degree. After successfully defending the thesis, have the appropriate signatures signed in black ink on the title page and submit the title page to the SCMSS Graduate Programs Coordinator.

There are two acceptable styles for the thesis - manuscript or traditional. Regardless of style, there must be an introduction, a literature review, and a concluding chapter. Students should define the problem, present the hypothesis or theory, state the objectives, and give a thorough review of the literature. A concluding chapter or section must be included to connect the preceding chapters or sections and to discuss, in general, the major findings.

Manuscript Style

Since every student who writes a masters thesis should plan to submit their thesis to a journal for publication, students may chose to use a manuscript style. This style must follow the format for the specific journal relevant to the field. A student must obtain approval from their thesis committee before choosing this option.

In the manuscript style, the introduction, literature review, and concluding chapter or section will be presented separately from the briefer presentation in the manuscript. This allows for more complete thoroughness, since scientific journals have space limitations,

Traditional (or Conventional) Style

The traditional style should include an introduction and literature review, and may include materials and methods, results, discussion, summary or abstract, literature cited, and figures and tables. A student must obtain approval from their thesis committee before choosing this option.

The form and appearance of the thesis must comply with the thesis guidelines provided by the SCMSS Graduate Program. No thesis will be accepted that does not comply with the published guidelines. Note that the thesis must be in English.

1. **Method of submission:** Thesis submission occurs electronically through UMI Proquest. <http://www.etsdadmin.com/cgi-bin/school?siteId=464>
2. **Type styles:** Any legible 12-point font can be acceptable, but styles with serifs are recommended because they normally have greater legibility. Typefaces that are overly ornate or difficult to read cannot be accepted. The original should be printed on a laser or full letter-quality printer. Please use boldface sparingly. If you have any questions about acceptable type styles, please contact your major professor.
 - **Margins:**
 1. Left margins must be one and one half inches (1 ½”) throughout, including appendixes, charts, graphs, tables, etc.
 2. Right margins must be one inch throughout.
 3. Top margins: First pages of all chapters must have two-inch margins at the top. All other pages must have one-inch margins at the top.
 4. Bottom margins must be one inch throughout.
 - **Spacing:** The text of the original manuscript (and all copies) must be double-spaced.
 - **Pagination:** Use lowercase Roman numerals to number introductory pages (title page, acknowledgements, dedication, etc.) with the title page bearing no number but included in the sequence. *A table of contents* is required, listing all preliminary pages, chapter or section headings, List of references, and appendixes (if any). Arabic numerals are to be used to number the remaining pages of the text, including appendixes. Placement of page numbers must be consistent (bottom-center or upper-right corner) and always one-half inch from the edge of the page. (See the page arrangement guideline at the end of this document)
 - **References:** A list of references must be appended to the thesis. It must list (alphabetically by authors*) all references that you cited. For the form of entries, consult a style manual recommended at the end of these guidelines.
3. **Title page:** The title page of the original manuscript of the thesis is extremely important and must be signed in black ink on the required paper by the degree candidate’s committee before it is presented to the SCMSS Graduate Programs Coordinator. The SCMSS Graduate Programs Coordinator is responsible for the signatures of the Dean’s and SCMSS Director. When submitting through UMI Proquest, use an unsigned copy of the signature page. Do not upload signatures. If you have any questions about your title page, please contact your major professor or CMWS Graduate Coordinator.
4. **Recommended Format:** Many helpful style manuals are available. The CBE Style Manual is endorsed by the SCMSS Graduate Program.

Regardless of the style manual, please remember that the regulations in this guide take precedence over those in any other source. Consult your major professor to determine which guide is most appropriate for your subject matter.

Order of Pages and Numbering for Thesis

| <u>Thesis Components</u> | <u>Number to type on page</u> |
|--|--|
| Blank page (Flyleaf) | (Not numbered) |
| Title page | Small Roman numeral, number “i” assigned, but not typed |
| Copyright | Small Roman numeral, numbered consecutively (begins with “ii”) |
| Dedication page* | Small Roman numeral, numbered consecutively |
| Acknowledgements* | Small Roman numeral, numbered consecutively |
| Abstract* | Small Roman numeral, numbered consecutively |
| Preface* | Small Roman numeral, numbered consecutively |
| Table of Contents | Small Roman numeral, numbered consecutively |
| List of Tables (if 4 or more) | Small Roman numeral, numbered consecutively |
| List of Figures (if 4 or more) | Small Roman numeral, numbered consecutively |
| List of Plates (if plates are used) | Small Roman numeral, numbered consecutively |
| List of Symbols and/or abbreviations (if needed; may be included as appendix) | Small Roman numeral, numbered consecutively |
| Introduction (optional; may be first chapter or section) | Arabic numerals, starting with “1” and numbered consecutively |
| Body of Thesis (divided into chapters or sections) | Arabic numerals, numbered consecutively |
| List of References | Arabic numerals, numbered consecutively |
| Appendix* | Arabic numerals, numbered consecutively |
| Blank page (Flyleaf) | (Not numbered) |

***These elements are optional; all others are required.**

PLEASE NOTE: ALL pages must be numbered except the Flyleaf and the title page (number is assigned, but not typed).

Thesis Checklist For Graduation and Submission

1. An approved program of study (Application for Admission to Candidacy form) is on file in College of Science. All changes to programs of study have been submitted in writing using the Revisions to the Program form.
2. Submit a Degree Application and Degree Certification form along with the receipt for graduation fees to the SCMSS Graduate Programs Coordinator on or before the published due date for degree applications. Pick up thesis guidelines from the major professor or SCMSS Graduate Programs Coordinator and verify the thesis deadline at that time. Make sure you are using the most current guidelines.
3. Use an approved style manual as well as these guidelines.
4. Submit a copy of the thesis to your thesis committee for a review of the presentation and content. Make all recommended changes.
5. Verify the deadline for the final submission of approved thesis (all copies) to SCMSS Graduate Programs Coordinator. Please schedule an appointment with SCMSS Graduate Programs Coordinator for final submission. The thesis must be submitted in its final form no later than five (5) days before the published date of commencement. Submission of a thesis does not guarantee that you have completed all requirements for graduation.
6. Be prepared to pay the required fees. Personal checks or Visa credit cards are accepted.
7. Do not include handwritten page numbers on the main text. Pictures, figures, or plates should be copied or scanned onto the page. Do not use tape or glue.
8. Have the committee sign, in black ink, the title page of the original copy of your thesis. Spell-check the title page. The degree candidate is not responsible for the signatures of the Dean or SCMSS Director. When submitting through UMI Proquest, use an unsigned copy of the signature page. Do not upload signatures.
9. **ALL** requirements for graduation must be completed prior to commencement. See your major professor for assistance.

CHECKLIST FOR THESIS

Before turning in your thesis to the SCMSS Graduate Programs Coordinator, please take a moment to make sure you have included these sections (1-15) and that you have followed the proper format (16-19):

1. ____ Title/Signatures page with original signatures (do not upload, see above)
2. ____ Copyright page (optional)
3. ____ Dedication (optional)
4. ____ Acknowledgements (optional)
5. ____ Abstract Text (optional)
6. ____ Preface
7. ____ Table of Contents
8. ____ List of Tables (as appropriate)
9. ____ List of Figures and/or Plates (as appropriate)
10. ____ List of Plates (as appropriate)
11. ____ List of Symbols/Abbreviations (as appropriate)
12. ____ Introduction
13. ____ Text
14. ____ List of References
15. ____ Appendices (as appropriate)
16. ____ Letter quality 12-point font
17. ____ Double-spaced text
18. ____ Margins: 1.5" left, 1" right, top and bottom
19. ____ Page numbers: all within required margins (small Roman Numerals for introductory pages, Arabic numerals for text). All pages are numbered except for the 2 title pages (and optional copyright page).

THESIS TITLE GOES HERE

By

Your Name Here

Submitted in Partial Fulfillment of the
Requirements for the Degree of Master of Science in
Coastal Marine and Wetland Studies in the
School of Coastal and Marine Systems Science
Coastal Carolina University

YYYY

Name, Major Professor

Name

Name

Name, Dean

Name, SCMSS Director