

THESIS GUIDELINES AND SUBMISSION

An approved thesis is a mandatory component of the requirements for the Master of Science in Coastal Marine and Wetland Studies on the thesis track. 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 Graduate Advisory Committee. Questions about research and about the Graduate Advisory Committee should be directed to the Graduate Faculty Advisor or the MSCI Associate Chair of Graduate Programs. When a degree candidate completes their thesis, it must be reviewed by their Graduate Advisory Committee and defended before them.

It is recommended that the defense of the thesis be conducted no less than thirty days (30) before the date the degree candidate expects to receive their degree to ensure sufficient time for revisions.

Generally, the thesis body should consist of an introduction, literature review, methods, results and discussion, and a concluding section. This structure can occur by chapter or overall; but the thesis must contain these elements within the body. The form and appearance of the thesis must comply with the thesis guidelines specified below. No thesis will be accepted that does not comply with the published guidelines. Note that the thesis must be written in English.

Typestyles: Any legible 12-point font can be acceptable, but styles with serifs are recommended because they normally have greater legibility. Font type should be consistent throughout the manuscript. Typefaces that are overly ornate or difficult to read cannot be accepted. Please use boldface sparingly. If you have any questions about acceptable type styles, please contact your Graduate Faculty Advisor.

Margins:

- Left margins must be one- and one-half inches (1 ½") throughout, including appendixes, charts, figures, tables, etc.
- Right margins must be one inch throughout.
- 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.
- Bottom margins must be one inch throughout.
- Landscape pages should have 1.5" top margins rather than left margins. All other margins are 1".

Spacing: The text of the manuscript 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)

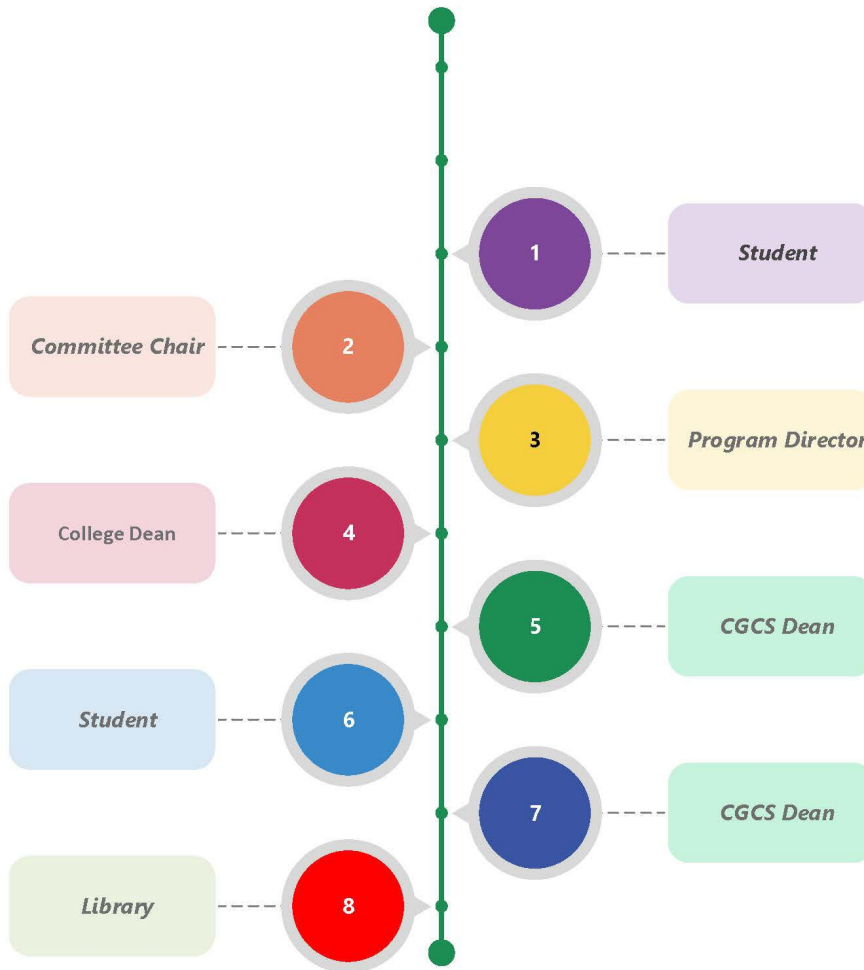
References: A list of references must be appended to the thesis, either by chapter or overall. It must list (alphabetically by authors*) all references that you cited. For the form of entries, consult a style manual.

Nomenclature: All variables, abbreviations, and acronyms must be defined in an alphabetized list at the start of the thesis or at the start of each chapter.

Equations: All equations should be numbered by chapter or overall.

Title page: The title page must follow one of the formats provided in the template on the graduate forms webpage.

Final Thesis Submission:



Coastal Carolina University

Thesis/Dissertation Approval Process

1. **Student** uploads file at www.coastal.edu/forms/manuscripts.php
2. **Committee chair** approves for content and formatting on behalf of committee
3. **Program Director** approves formatting and program specific requirements
4. **College Dean's Office** approves on behalf of college specific requirements
5. **CGCS Dean's Office** approves on behalf of Graduate Studies
6. **Student** uploads approved file to ProQuest at www.etdadmin.com for copyright assignment, library posting, and abstract distribution (optional)
7. **CGCS Dean's Office** approves for library posting and abstract distribution
8. **Library** posts manuscript at <https://digitalcommons.coastal.edu/etd/>

Order of Pages and Numbering for Thesis

Thesis Components

Number to Type on Page

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 Symbols, Acronyms, and/or Abbreviations	Small Roman numeral, numbered consecutively
Body of Thesis..... (divided into chapters or sections)	Arabic numerals, starting with 1 and 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.

** Can be listed by chapter.

PLEASE NOTE: ALL pages must be numbered except the flyleaves and the title page (number is assigned, but not typed). The list of Figures and Tables must include page numbers.

Thesis Checklist for Graduation and Submission

- ☐ Ensure all prior paperwork is on-file regarding your thesis: Graduate Advisory Form, Thesis Proposal Form, Application for Admission to Candidacy and Degree Plan, Results of Thesis Defense and SLO Assessment Form.
- ☐ Ensure that your Self-Service program progress shows everything complete except your thesis.
- ☐ Ensure you have submitted a graduation application.
- ☐ Defended your thesis and received final approval of any revisions of your thesis by your Graduate Faculty Advisor and Graduate Advisory Committee.
- ☐ The approved thesis must be uploaded to <http://www.coastal.edu/forms/manuscripts.php> no later than 5 days preceding either commencement or the last day of final exams to graduate within that semester. List your Graduate Faculty advisor as the “Committee Chair” on the submission site.

Direct any questions regarding the preparation of your thesis to your Graduate Faculty Advisor or the MSCI Associate Chair of Graduate Programs. It is recommended that you have the formatting of the thesis checked by the Associate Chair prior to final submission to avoid delays in the approval process.