

## GUIDELINES FOR THE PREPARATION OF THESIS/DISSERTATION MANUSCRIPT

Last revision: July 17, 2019

The individual student is responsible for fulfilling all university requirements for the preparation and submission of the manuscript. It is also the responsibility of the student and/or Thesis/Dissertation Advisor to monitor the approval and submission process. These guidelines provide information helpful in the preparation of the manuscript and describe certain formal requirements to which the author should adhere. Failure to follow these requirements may jeopardize the planned completion date of the degree. Any questions about the guidelines should be directed to the departmental and/or collegiate graduate coordinator.

### Selection and Appointment of the Thesis/Dissertation Committee

The student should consult with a professor in the area of specialization and discuss the general topic of the proposed thesis/dissertation. Upon mutual agreement, and subject to departmental policies, this professor will serve as the Thesis/Dissertation Advisor (advisor).

Subject to specific departmental policies and procedures, the advisor will meet with the department chair in order to select members of the committee. The minimum size of the committee, including the advisor, shall be three members. A list of committee members shall be kept in the student's departmental file. Subsequent changes to the committee's membership will be governed by departmental and/or collegiate policies.

### Thesis/Dissertation Proposal

Prior to conducting studies that involve human subjects, the individual student must receive approval for his/her activities from the Institutional Rev

## Parts of the Manuscript

Regardless of the style manual adopted by the department, the thesis should contain the following parts in the order

**TITLE OF THE THESIS/DISSERTATION ALL IN CAPS**

A Thesis/Dissertation  
Presented to  
the Faculty of the Department (or School) of [insert discipline]  
Murray State University  
Murray, Kentucky

In Partial Fulfillment  
of the Requirements

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