THESIS MANUAL

DEPARTMENT OF MUSIC
William Paterson University

PROCEDURES AND GUIDELINES FOR PREPARATION AND SUBMISSION OF THE MASTER'S THESIS

2014-2015

Prepared by:
Dr. Timothy U. Newman and Dr. Carol Frierson Campbell
Music Department

Jane Bambrick and Leah Marie Zamora
Cheng Library

Table of Contents

INTRODUCTION

The master's thesis is an option for the master of music degree in jazz performance, and required for the master of music in music education and music management. It is a study that involves a comprehensive review of the research literature on a specific topic, a carefully planned research design, the collection and analysis of data and a thoughtful discussion of the results. Completion of the thesis project will develop expertise in a topic of interest. It will also provide students with a thorough understanding of the research process and develop the knowledge, skills and abilities that will enable students to understand and critically evaluate published research. Finally, the experience will provide training in research methodology that is needed by those students who are interested in pursuing an advanced degree.

In order to graduate, the thesis must first be defended by the student, and reviewed and passed by a thesis committee appointed by the student; then a final copy must be approved by the student's thesis advisor, the chairperson of the department, and the Library's thesis coordinator. **Deadlines** for submission of theses to the Library with departmental approval are as follows: May 20th for May graduation, August 20th for August graduation and November 20th for January graduation. **There will be no exceptions to these deadlines**. Students who miss a deadline will graduate on the next graduation date. Students are reminded that they will need to submit a new application for graduation to the Office of Graduate Admissions.

Students must follow the requirements set forth in this thesis guide. All theses must be submitted in the format required for publication by **ProQuest.** The Cheng Library accepts only electronic theses for online submission. *Appendix A* contains ProQuest and Library information. Students should read over this information prior to their meeting with the Library's Thesis coordinator. A **checklist** is included in *Appendix A* as a quick guide.

Students' theses will be added to **Theses and Dissertations @ The William Paterson University of New Jersey,** which provides full text access to all members of the William Paterson Community at no charge via **ProQuest's UMI Dissertation Publishing**. Furthermore, *ProQuest* will add our theses to its comprehensive file, *ProQuest Dissertations and Theses (PQDT)* which is a database that contains the most comprehensive collection of dissertations and theses in the world. Students who choose ProQuest's Open Access Publishing option will also enjoy the privilege of having their thesis shared worldwide, via the Internet, at no cost to others in ProQuest's database called PQDT Open (http://pqdtopen.proquest.com/). There is a charge for the Open Access Publishing option (currently $95.00); however, for those students who select Traditional Publishing, there is no fee. Students will be able to order a bound copy of their thesis for a small additional fee.

In order to be submitted to ProQuest, the thesis must be approved by the student's thesis supervisor, the Graduate Program Director, Concentration Coordinator, and the Library's thesis coordinator. The thesis with departmental approvals must be submitted to the Library. Appendix B contains information relevant to the electronic submission session that will take place at the Library.

IMPORTANT NOTE: <u>Plagiarism</u> in any form is unacceptable and will result in serious disciplinary actions as specified in the graduate catalogue. Students must act ethically in all aspects of the thesis process. Students are expected to know, understand and follow the University policies on academic integrity as found in the current WPU student handbook and graduate catalog.

The Thesis Advisor

Subject content and appropriate supervision of all aspects of the thesis process are the responsibility of the thesis advisor. A final project advisor is required for all written final theses. Final project advisors must be full-time faculty and are chosen by the student in consultation with the faculty member and area coordinator. To choose an advisor, students should select a topic of interest and present the idea to a full-time faculty member. An advisor should be approached no later than the semester before the student plans to submit the final project proposal. Students usually choose a topic and secure an advisor during the research class (MUS 561) commonly taken during the second semester.

The Proposal

After receiving approval from the advisor, the student submits a preliminary proposal, which includes a problem statement, a statement of purpose, a preliminary review of related literature, a description of methodology and procedures, and a preliminary reference list. A **sample proposal outline** can be found in Appendix B on p.18 of this manual. The proposal is usually submitted at the beginning of the third semester of study, during the graduate seminar class (MUS 590). The Graduate Committee in its first scheduled meeting of the semester reviews the proposal. The **Final Project Form** (Appendix B, p. 35) should be retrieved from the student file and attached to the proposal that is submitted to the music department for approval. It should be signed by the advisor and committee upon the occasion of the defense and upon completion of the final project. The student should keep a copy of the signed form at each step of the final project.

The Committee

An advisory committee that includes the final project advisor and two additional readers is necessary for the defense and subsequent completion of the thesis. Readers may be any WPU faculty that has expertise in significant aspects of thesis topic. Usually at least one reader is chosen from the music department; selection of a reader from another WPU academic department is encouraged. The selection of the readers must be made in consultation with the project advisor.

The Defense

It is the student's responsibility to schedule the defense at a date and time when all committee members can attend. The defense must be scheduled no later than the end of the last week of classes (prior to finals week) during the semester of completion. Students should anticipate making further changes to the written paper following the oral defense and schedule the defense accordingly. A time slot of no less than two hours should be set aside for the defense.

The defense meeting normally consists of three parts:

1) The student gives a brief presentation that is no longer than 15 minutes. This usually consists of information of interest that is **not** contained in the thesis. This may consist of: background information about what brought the student to the research project; interesting aspects about the research method, data collection, or analysis; presentation of media related to the thesis; or future plans for publication or future research projects related to the thesis.

2) Members of the student's committee ask questions concerning the project. This portion usually lasts from 30 to 45 minutes.

3) The student will then be asked to leave the room so that the committee can deliberate in private concerning the student's project and the defense. The student will then be invited to return and be informed of the committee's decision. The committee will give the student one of three responses:

Pass:	The project is acceptable as presented.
Pass with revisions:	The project requires modifications agreed upon by the committee. The student should complete these and submit the revised document to the advisor within the time frame agreed upon by the committee and made clear to the student.
Fail:	The project is not acceptable and will need to be reconsidered.

Students receiving a *Pass with revisions* or *Fail* should work closely with the advisor to make necessary revisions and corrections. It is possible that students receiving a *Fail* may not be able to make adequate corrections within one semester.

Final Approval

The thesis advisor will approve the final clean corrected copy of the thesis only if style, form and content standards have been met and the thesis conforms to the guidelines specified in this Thesis Manual. The Library's thesis coordinator will only approve documents that have been approved by the chairperson of the department. The thesis must conform to the ProQuest requirements described in this guide.

After signed approval by the advisor and the chairperson, each student must meet with the Library Coordinator. Students should come prepared with their theses and supporting materials in **electronic format** (saved on a disc or flash drive), and a credit card if they wish to choose any of the Proquest options. Once these requirements are met, the Library Coordinator notifies the Graduate Director and Chairperson. **This notification is required for clearance for graduation**. A library approval checklist can be found on p. 24 of this manual.

Final Corrected Copies

Two print copies are required. Copies can be photocopied from the original laser printed copy. The photocopies must be of high quality with no variation in print, smudges, or other flaws. The copies must be *tape bound* (providing a spine).

The final copies of the paper should not contain any typographical or other errors. No corrections can be made in ink or pencil and use of white correction fluid is not permitted. Loose-leaf notebooks or binders, clasp or pocket folders, or any other form of binding which may result in lost or loose pages are not acceptable. Failure to meet these requirements will result in the return of the paper for further corrections.

The **two final corrected copies** must be submitted no later than the last day of finals week: one to the **chairperson** of the department, and one to the **advisor.** Both the advisor's and the chairperson's copies must include **a signature page signed by the thesis supervisor and the chairperson**.

Supporting documents (tapes, CDs, manuscripts, etc.) should be submitted to the advisor along with a final print copy. (Some thesis supervisors may request a second print copy). An ***electronic copy*** of the final document should also be submitted to the advisor on Compact Disc. Upon receipt of the final corrected copy, the project advisor must check the *Final Project Completion* box on the checklist included with the student's file, and sign and date.

IMPORTANT NOTE*:* Signatures are NOT included on signature pages of theses submitted for digital publishing. The exclusion of signatures prevents the release of digital signatures. The signature page should be included in the electronic document (without signatures) in the front matter of the paper.

THESIS DOCUMENT STRUCTURE AND STYLE

The thesis must follow, first and foremost, the format specified in this Thesis Manual. Otherwise, it must follow the format and style guidelines in the *Publication Manual of the American Psychological Association* (APA)*, Sixth Edition, 2010.*

Organization and Content

Every thesis must have these pages and sections: a title page, a signature page, a copyright page, an abstract page, a table of contents, text divided into chapters, references, and appendices. A List of Tables, and a List of Figures are included if the document includes these graphic items. Acknowledgement and Dedication pages are optional.

The exact order of these pages is as follows:

- Title Page
- Signature page (**not included in copy submitted to ProQuest for publication**)
- Copyright page
- Abstract
- Dedication (if used)
- Acknowledgements (if used)
- Table of Contents
- List of Tables (if used)
- List of Figures (if used)
- Thesis Text (divided into chapters)
- References
- Appendices

The abstract, acknowledgements, table of contents, lists of tables and figures, references, and appendices have a title in uppercase centered at the top of the first (or only) page:

<div align="center">ACKNOWLEDGMENTS</div>

Chapters are titled as follows:

<div align="center">CHAPTER I</div>

<div align="center">INTRODUCTION</div>

For further formatting and content details for each of these pages see the **sample pages** in appendix B of this manual.

Models for Chapter Structure

The common template for thesis chapters is the following:
>Chapter 1 – Introduction
>Chapter 2 – Related Literature
>Chapter 3 – Methodology
>Chapter 4 – Results of the Study
>Chapter 5 – Conclusions

However, depending on the thesis topic and methodology (empirical, historical, musicological, or mixed method) there may be more or less chapters in the thesis.

The above suggestions are only a general template. <u>The final organization of chapters depends on the exact nature of the thesis topic and content and should be decided in consultation between the student and the faculty advisor</u>

Margins

The following margin specifications apply to all text (except page numbers) including figures, headers/footers, footnotes, images, etc: 1.5 inches for left margin, 1 inch for right margin and 1 inch for top and bottom margins. Page numbers must appear within .75 inches from the edge of the page but do not need to appear within the margins of the manuscript.

Fonts

Any standard font is acceptable if <u>used consistently</u> throughout the entire paper, **except** script, italic, or ornamental fonts equivalent in scale to 10-pt. Arial and 12-pt Times New Roman. Italics may be used for the first time use of technical terms, non-English words and quotations, figure captions and table titles. These specifications apply to all text including captions, footnotes/endnotes, citations, etc. **Bold** <u>is **not** to be used in the document</u>.

Page Numbering

Pagination for the preliminary pages is in lowercase roman numerals. The title page counts as the first page. The text of the thesis carries numbers. This includes appendices. Roman numerals and numbers should be located in the upper right hand corner of the page. Note that there should **not** be a running head. This is only used for papers submitted for publication.

Levels of Headings

Headings for subsections in each chapter must follow the following format. Levels of heading are selected depending on the number of levels that are used in a given chapter. This is explained in the section of the APA manual titled "Selecting the Levels of Heading." The rules outlined in there must be followed in setting up the subsections in each chapter. The first level is the chapter title; levels 2-5 are used to further organize the chapter into sections.

The use of 5 headings is as follows:

CENTERED UPPERCASE HEADING ← **Level 1** (chapter title)

Centered Uppercase and Lowercase Heading ← **Level 2**

Centered, Italicized, Uppercase and Lowercase Heading ← **Level 3**

Flush Left, Italicized, Uppercase and Lowercase Side Heading ← **Level 4**

Indented, italicized, lowercase paragraph heading ending with a period. ← **Level 5**
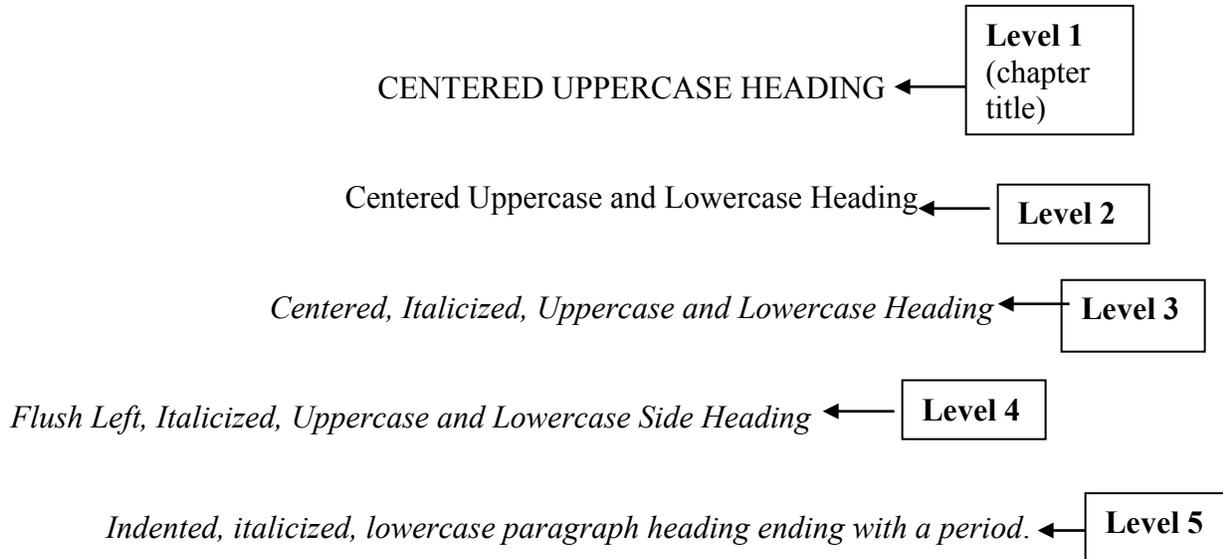
PROQUEST THESIS REQUIREMENTS

The commercial publication of theses requires that authors conform to a variety of additional intellectual standards, such as copyright compliance, and make several important decisions regarding the degree and conditions under which their work will be available via the Internet.

ProQuest Thesis Style Requirements

In addition to the thesis document style requirements specified by the department, ProQuest, the digital publisher of William Paterson University theses, requires the following style and format specifications.

1. Embedded Fonts: Manuscripts must be created using embedded fonts since documents printed from the digital files can lose all punctuation and formatting.

2. Adobe PDF: Manuscripts that will be submitted via UMI ETD administrator (online system) must be uploaded as PDF files. Files should not be password protected, compressed, or contain a digital signature.

3. Margins: The following margin specifications apply to all text (except page numbers) including figures, headers/footers, footnotes, images, etc: 1.5 inches for left margin, 1 inch for right margin and 1 inch for top and bottom margins. Page numbers must appear within .75 inches from the edge of the page but do not need to appear within the margins of the manuscript.

4. Fonts: Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial and 12pt Times New Roman are acceptable. Italics may be used for non-English words and quotations. These specifications apply to all text including captions, footnotes/endnotes, citations, etc. Bold is not used for text.

5. Line spacing: Double-spacing is required for the body of the manuscript as well as for the abstract, dedication, acknowledgements and table of contents, with the following exceptions: quotations as paragraphs, captions, items in tables, lists, graphs, and charts should be single-spaced. Footnotes/endnotes and lists in appendices should also be single-spaced.

6. Color: Black and white is preferred for paper submissions, but color is acceptable. Microfilm and print reproductions will not preserve color and may compromise legibility. Data and information that is color-coded or based on color/shading may not be interpretable. Color photographs may be reprinted in black and white by a professional lab for best results.

7. Multimedia Files and Formats: The following list describes what files and formats are acceptable for image, video, and audio files.

      a. Images: GIF (.gif); JPEG (.jpeg); TIFF (.tif)
      b. Video: Apple Quick Time (.mov); Microsoft Audio Video
          Interleaved (.avi); MPEG (.mpg)
      c. Audio: AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2;
          SND (.snd); WAV (.wav)

ProQuest Thesis Format Requirements

Abstract

The primary language of the thesis must be ENGLISH. The abstract will NOT be altered in the published manuscript.

Title

The title on the submission form must be the same as the title on the manuscript's title page. Titles will appear as sentences regardless of the conventions of any specific discipline. Whenever possible, the following guidelines should be observed:

1. Use full and proper names of people, places, organisms, etc.;
2. Spell out abbreviations for specialized vocabulary;
3. Use word substitutes for formulas, symbols, superscripts, Greek characters, etc.
4. Include all appropriate accents and diacritical marks.

Subject Categories and Keywords

The selection of appropriate and descriptive subject categories and keywords is an important step in preparing theses for publication, since these terms will be used by others as they search to find relevant research. Two other, secondary subjects may also be chosen. Additional Keywords may also be assigned, thus increasing the likelihood that the thesis will be retrieved by others and by search engines. The selection of Keywords that do not appear in the title or abstract (such as specialized terms or geographical locations) is recommended since it can increase exposure of the work.

Signature page

It is important to note that signatures **<u>MUST NOT</u>** be included on signature pages of theses submitted for digital publishing. The exclusion of signatures prevents the release of digital signatures.

ProQuest's Licensing and Rights Permissions and Copyright Issues

Thesis authors must authorize ProQuest to reproduce and disseminate their manuscripts based upon their choice of publishing options, summarized below..

Publishing Options: Open Access or Traditional?

Beginning in 2007, ProQuest offers theses authors the option of publishing their work under the "**Open Access**" model or the **Traditional** model. Since there are important differences in these options, it is important to fully review and understand these distinctions before a publishing option is selected.

In brief, the **Open Access** model enables anyone with access to the Internet to freely view and download the thesis at no cost. Theses authors do not receive royalty payments based upon the sale of copies of their work.

In contrast, for the **Traditional** publishing option, theses are added to the *PQDT Database* (accessed as abstracts *Dissertation Abstracts International* at the Cheng Library) and only the bibliographic information and abstracts are accessible to those who do not have access to the full content of the database. The full text of these theses can be ordered for a fee and royalties are paid from Proquest based on the sale/use of their work.

ProQuest currently does not charge a fee for the Traditional Publishing option. However, there is a fee for the Open Access publishing option, which is subject to change each year.

Issues of Embargo and Restriction

In addition to selecting a publishing option, students may choose to delay the release of their work (embargo) and prohibit third party search engine access. They may delay the release of their theses for 6 months, 1 year, or 2 years. Universities usually require students to request permission before they embargo or restrict their work.

Copyright Protection

There are two aspects to copyright protection that must be noted. First, authors must avoid infringing on the copyright of others. One way this can occur is if authorship of any part of the thesis is shared. In this event, permission of the second author must be acquired in order for that content to be included in the published thesis. If any content in the manuscript (including appendices) is already under another copyright, permission must be acquired from the copyright holder. All permissions must accompany submission of the manuscript to ProQuest.

Thesis authors also infringe on the copyright of others if their use of copyrighted materials exceeds the limits described as "fair use." For further information, refer to the work of Kenneth D. Crews, a recognized copyright authority. (http://www.copyright.iupui.edu/director.htm)

The second aspect of copyright protection deals with protecting the author's own copyright interests. *Proquest* recommends that theses authors formally register their copyrights and does provide a copyright registration service.

The ProQuest/UMI Publishing Agreement

The ProQuest Publishing Agreement becomes a contract between the thesis author and ProQuest that establishes the rights and conditions under which the author grants certain rights to preserve, archive and publish his or her thesis. It is imperative that the author fully review and comprehend the authorship, copyright and publishing options listed above and in the ProQuest manual before signing the Publishing Agreement.

APPENDIX A: ProQuest/Library Information

Submissions to ProQuest are completed by uploading your document to the ETD administrator platform. At the submission appointment, the thesis coordinator will assist you in creating an account and completing all of the required steps.

The Library will send an email to a student's advisor or the department's graduate director, confirming the completion of the submission process.

Publishing Options		
Traditional		**Open Access**
Free		$95.00 fee**
Full-text of the work is only accessible by current WPU students & faculty/staff through PQDT database	**versus**	Full-text of the work is available to anyone for free download through PQDT Open
author is eligible to receive royalties*		author is not eligible to receive royalties

* 10% of its net revenue from sales of the work, conditioned on Author maintaining a current address on record with ProQuest

Royalties will be paid when accrued earned royalties reach $25.00 USD. If, after 25 years, earned royalties do not accrue to at least $25.00 USD, ProQuest's royalty payment obligation will cease.

** Please bring a credit card to the thesis submission appointment if you would like to choose the Open Access option.

Copyright Registration
Copyright Registration with the Library of Congress is optional, and ProQuest will file the paperwork on your behalf. The fee is $95.00

Please contact one of the thesis coordinators if you need more information regarding the Traditional or Open Access publishing options.

If you are interested in ordering a bound copy of your thesis from ProQuest, you must bring a credit card with you in order to pay for the fees. Here is a chart of the current fees (as of fall semester, 2014; prices are subject to change). Sales tax is added near the end of the transaction.

Type	Size & Description	Price Per Copy (USD)*	
Hardcover	8 1/2 x 11 in., single copy	**Buy more & save:**	
		1-2	$56.00
		3	$50.00
		4	$47.25
		5+	$45.00
Hardcover	6 x 9 in., single copy	**Buy more & save:**	
		1-2	$46.00
		3	$40.67
		4	$39.00
		5+	$37.00
Softcover	8 1/2 x 11 in., single copy	**Buy more & save:**	
		1-2	$40.00
		3	$36.00
		4	$34.00
		5+	$32.00
Softcover	6 x 9 in., single copy	**Buy more & save:**	
		1-2	$34.00
		3	$30.67
		4	$29.00
		5+	$27.00

*Manuscript copies are shipped approximately **8 to 12 weeks** after ProQuest receives the manuscript for publication.

Library Checklist

□ Bring a copy of the title page with your ***advisor's signature.*** We will simply review this page to ensure the department has formally approved your thesis. ***REMEMBER**: the electronic version of your thesis should **NOT** contain any signatures.

□ Have your thesis in electronic format (MS Word) on a ***Flash Drive or Disc.*** Be SURE to bring this with you to your library appointment. If a flash drive or disc is not available, you may also send a copy to yourself via email and access it that way.

□ Review ***Publishing*** options and ***Copyright*** concerns in the Thesis Manual.

□ (**Optional**) If you wish to select the ***Open Access*** publishing option, have ProQuest register your copyright on your behalf, or order a bound copy of your thesis, bring a credit card for the ProQuest fees*.*

□ Review any ***ProQuest*** information in ***Appendix A***.

□ Send the intended, final copy of your manuscript (MS Word format) to Leah Marie Zamora, zamoral2@wpunj.edu for review. This step is **required**, prior to scheduling an appointment to submit to ProQuest. Your document will be reviewed for compliance with formatting and structural requirements of the University and ProQuest. Any revisions will be noted and emailed to you.

Review the Library guide: guides.wpunj.edu/dissertationstheses for formatting tips and additional information regarding the submission process.

□ Contact the Library to ***schedule an appointment*** with the Library Thesis Coordinator:

Jane Bambrick	973-720-2290	bambrickj@wpunj.edu
Leah Zamora	973-720-2663	zamoral2@wpunj.edu

The ***Online Submission*** process at the Library takes approximately 30 to 45 minutes, but we ask that you allow yourself a minimum of 1 hour.

APPENDIX B

.

SAMPLE THESIS TITLE PAGE

Sponsoring Committee: Dr. Richard A. Black, Project Advisor
Dr. Sandra E. Jacobs
Professor Robert Q. Smith

THIS IS THE TITLE OF YOUR THESIS DOUBLE-SPACED IN

ALL UPPERCASE LETTERS IN INVERTED

PYRAMID FORM

Joseph P. White

Program in Jazz Performance
Department of Music

A THESIS
Submitted in partial fulfillment
of the requirements for the degree of
Master of Music in Jazz Performance in the
College of Arts and Communication

19

William Paterson University
May 2008

Sponsoring Committee: Dr. Richard A. Black, Project Advisor
Dr. Sandra E. Jacobs
Professor Robert Q. Smith

Center the sponsoring committee based on the longest line. Keep Project Advisor *on the first line unless it causes the line to intrude into the margins. If you need to put* Project Advisor *on the next line, indent it 1/4 inch beyond Dr. or Professor. Align the remaining committee members with the one on the top line.*

THIS IS THE TITLE OF YOUR THESIS DOUBLE-SPACED IN

ALL UPPERCASE LETTERS IN INVERTED

PYRAMID FORM

Place your name approximately 5 1/2" from the top of the page, with three blank lines between it and the title above.

Joseph P. White

Program in Jazz Performance
Department of Music

Type the official name of your program and department after leaving one blank line under your name.

Centered text should be centered exactly between the margins (1 1/2 inch left margin and 1 inch right margin) throughout the manuscript.

Enter the information at right exactly as it appears here with your month and year of graduation with no comma between.

A THESIS
Submitted in partial fulfillment
of the requirements for the degree of
Master of Music in the
College of Arts and Communication
William Paterson University
May 2008

SAMPLE THESIS SIGNATURE PAGE

WILLIAM PATERSON UNIVERSITY OF NEW JERSEY

Title of Thesis

by

Name of Student

A Master's Thesis Submitted to the Faculty of

William Paterson University of New Jersey

In Partial Fulfillment of the Requirements

For the Degree of

MASTER OF MUSIC

May 2008*

> *Insert month and year with no comma between. The only months degrees are conferred are January, May and August. No other months should be specified.

College of <u>Arts and Communication</u>

_____
(Thesis Supervisor print name):

_____
(Thesis supervisor signature)

Department: <u>Music</u>

_____
(Chairperson: print name):

_____
(Chairperson signature)

SAMPLE ABSTRACT PAGE

ABSTRACT

Type the word "abstract" in all uppercase letters approximately 2 inches from the top edge of the page. Leave three blank lines (begin typing after two double spaces) under ABSTRACT before beginning text. The text of your abstract section should be double-spaced using the same typeface and size as the rest of the thesis. The title page and the copyright page count as pages i and ii, but numbers do not appear on those two pages. Begin inserting page numbers on the first pages of your abstract (page iii). All page numbers should be in the upper right hand corner and must appear within .75 inches from the edge of the page, but do not need to appear within the margins of the manuscript. Lower case roman numerals should continue through the table of contents and any lists (list of figures, list of tables, etc.). Begin Arabic page numbers (1, 2, 3, etc.) with the first page of the first chapter. The abstract should provide a brief, comprehensive summary of the thesis. It should be limited to 150 words to conform to ProQuest requirements. It needs to be dense with information but also readable, well organized, and self-contained. See APA manual for information on the requirements of being accurate, self-contained, concise, specific and readable.

ACKNOWLEDGEMENTS

Type the word "acknowledgements" in all uppercase letters approximately 2 inches from the top edge of the page. Leave three blank lines (begin typing after two double spaces) under ACKNOWLEDGEMENTS before beginning text. The text of your acknowledgements section should be double-spaced using the same typeface and size as the rest of the thesis. It is important to acknowledge the support that you received in completing your thesis. There should be an acknowledgement of programs, organizations etc, that provided an opportunity to locate participants for the study. In addition, there should a general acknowledgement of the groups that agreed to participate or to facilitate participation e.g. parents, teachers and students. It is also important to acknowledge assistance in developing and completing your thesis project. This would include your thesis supervisor and any consultants who assisted in you literature review, development of materials, use of equipment or the statistical analyses of data. It is also customary to acknowledge family and friends who provided support during completion of the project.

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

SAMPLE TABLE OF CONTENTS (CONTINUED)

This sample does not represent an actual study. The Table of Contents will vary greatly with the subject, method, and discipline.

Page numbers should be in the upper right hand corner and must appear within .75 inches from the edge of the page.

SAMPLE TABLE OF CONTENTS (ANNOTATED)

Type TABLE OF CONTENTS *two inches from the top edge of the page and leave three blank lines before typing* ABSTRACT.

TABLE OF CONTENTS

Align page numbers in your table of contents on the right side of the number.

ABSTRACT, ACKNOWLEDGEMENTS, LIST OF TABLES, LIST OF FIGURES, AND CHAPTER *should be typed at the 1 1/2 inch left margin leaving one blank line between each as shown at left.*

CHAPTER

Indent chapter numbers approximately 1/2 inch beyond the left margin.

Indent chapter titles (level one headings) approximately 1/2 inch beyond chapter numbers.

Indent level two headings approximately 1/2 inch beyond chapter titles (level one headings).

Indent level three headings approximately 1/4 inch beyond level two headings.

If your table of contents goes on for more than one page, type the word continued *(aligned at the right) approximately 1/14 inches from the bottom edge of the page.*

ANNOTATED TABLE OF CONTENTS (CONTINUED)

If possible, begin the second page of the table of contents with a chapter title (level one) or a level two heading (rather than a lower level heading) or with REFERENCES, APPENDICES or an appendix title.

If used, indent level four headings approximately 1/4 inch beyond level two headings.

Indent the second line of two-line headings approximately 1/4 inch beyond the first line.

Type page number across from the last line of headings or chapter titles that go on more than one line (Rather than across from the first).

REFERENCES and APPENDICES should be typed at the left margin.

Appendix letters should be aligned with chapter numbers (1/2 inch beyond the left margin), and appendix titles should be aligned with chapter titles (1/2 inch beyond appendix letters).

Make sure all chapter titles, appendix titles, and headings in the table of contents match the text exactly (word for word) and appear on the correct page number.

Also, make sure the weight (level one, level two, etc.) assigned to a particular heading by its placement in the table of contents is consistent with the weight indicated by the heading's placement in the text.

Maintain a 1 1/2 inch left margin for the entire thesis (beginning with the title page and continuing through the last page of the last appendix).

Maintain a 1 inch right margin for the entire thesis. Do not allow any text or illustrative material to intrude into the margin space.

SAMPLE LIST OF TABLES (ANNOTATED)

Type LIST OF TABLES approximately 2 inches from the top edges of the page.

LIST OF TABLES

Leave three blank lines under LIST OF TABLES before typing the first table title.

Do not put periods after table numbers.

All tables, (or figures, musical examples, graphs, etc.) should be included in one number sequence which continues through the end of the thesis. Do not begin a new sequence with each chapter or with the appendix.

Type page numbers at the right margin aligned on the right hand side of the number.

30

SAMPLE LIST OF FIGURES

LIST OF FIGURES

SAMPLE PAGE 1

CHAPTER ONE

THE RESEARCH OBJECTIVE

Introduction

This is a sample of a first page of a chapter. The page number should be placed approximately three quarters of an inch from the top of bottom edge of the page and in the upper right hand corner. The chapter heading (CHAPTER I) should be place two inches from the top edge of the page. Leave one blank line (begin typing after one double space) between the chapter heading and the chapter title. Leave three blank lines (begin typing after two double spaces) under the chapter title before typing text or the first heading. Text should be double-spaced.

Centered Uppercase and Lowercase Heading

This section is considered by the writer to be equal in importance to the first section, therefore it, too, has a level one heading (centered uppercase and lowercase). Leave three blank lines above each heading.

Centered, Italicized, Uppercase and Lowercase Heading

Level two headings are centered, italicized, uppercase and lowercase. Avoid typing a heading at the bottom of a page without at least two lines of text underneath it.

SAMPLE PAGES WITH FIGURES

In APA style, any type of illustration other than a table is called a figure. Notated

musical examples are also called figures. The figure should be placed in the next large-

enough space after the conclusion of the paragraph where it is first mentioned (Fig. 1). If

there is not enough space for the figure after the paragraph ends, continue with text and

put the figure first on the next blank page. If there is any blank space on the page after the

figure, it should be filled with text. There should be two single spaces between your text
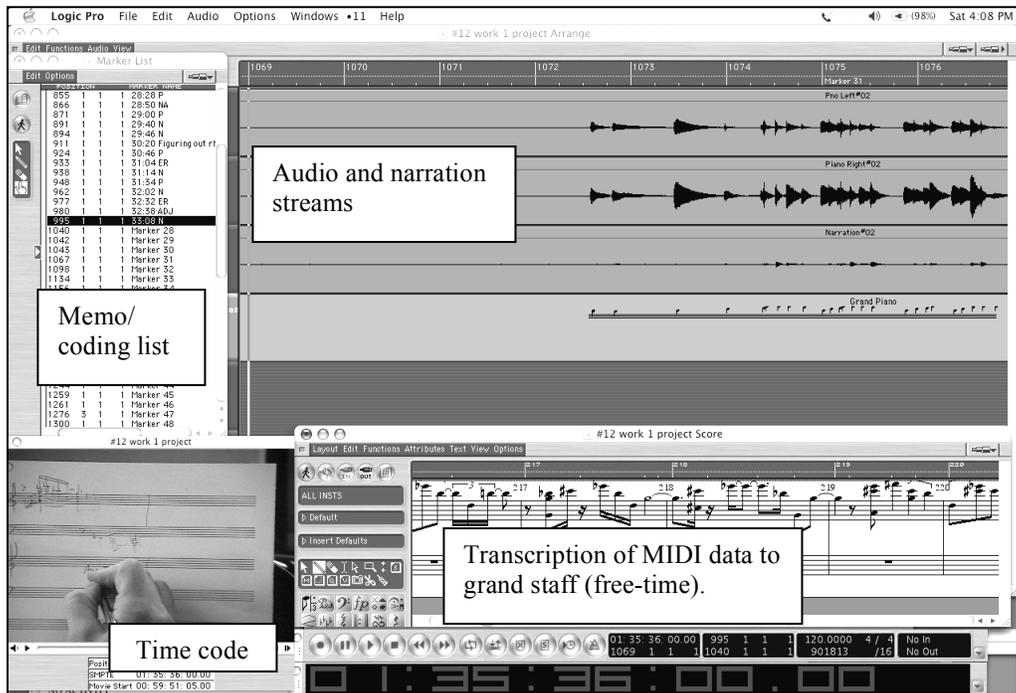
and the figure.

Figure 1. Logic™ Workspace

Captions are formatted as above, and placed directly under the figure flush left.

There should be three single spaces between the caption and the new text. Start to type on

the fourth line. You may have multiple consecutive figures on one page if they are

mentioned in the same paragraph (Fig. 2). They do not need to have text between them (Fig. 3).

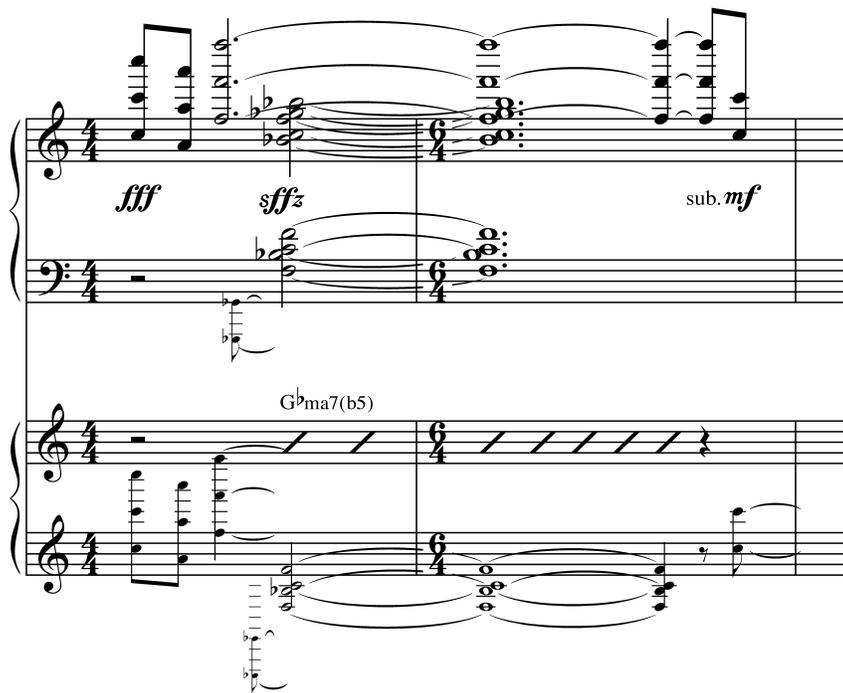
Figure 2. (mm. 116-119) Complete Riff Phrase

Figure 3. (mm. 63-64) Climax of Section b[1]

SAMPLE PAGE WITH TABLE

Tables are efficient ways of presenting a large amount of data in a small amount of space. They may show quantitative or qualitative data. They should be easy to read and understood. They will be accompanied in the text with an explanation of what is being shown. The caption for a table should be formatted as appears below: above the table flush left.

Table 1

Initial Codes for the F-data

Code	Description
MV	move existing material to another location
GN	generate/place new material
MD	modify existing material
DV	develop existing material
EM	embellish existing material
DT	delete material
TX	move registers; thicken texture: add octaves and doublings
EX	expression markings: dynamics, articulations
FM	formatting: double bar, letter numbers; cues; written instructions
IM	add improvisation sections
RF	reference

<div align="center">

Music Department
William Paterson University
Master of Music, Final Project Form

</div>

Attach this form to the proposal that is submitted to the music department for approval. Be sure the form is retrieved from your student folder and signed by your advisor and committee upon the occasion of the defense and upon completion of the final project. Keep a copy of the signed form at each step of the final project.

Name: _____ Student Identification Number: _____

Final Project Title: _____

<u>Final Project Proposal</u>
We, the below signed faculty, approve of the above final project and agree to serve as members of the committee.

Advisor: _____ Date: _____
                                  Signature
Committee member: _____ Date: _____
                                  Signature
Committee member: _____ Date: _____
                                  Signature

<u>Final Project Defense</u>
We, the below signed faculty, agree to serve as examiners at the oral defense of the above project on the date and time stated, and/or we agree to attend the public performance of the (music education) lecture/recital.

Date and time of lecture/recital: _____

Date and time of defense: _____

Advisor: _____ Date: _____
                                  Signature
Committee member: _____ Date: _____
                                  Signature
Committee member: _____ Date: _____
                                  Signature

<u>Final Project Completion</u>
This certifies that this final project has been completed and filed with the department and university as required by the Graduate Handbook.

Advisor: _____ Date: _____
                                  Signature

Committee member: _____ Date: _____

                                  Signature
Committee member: _____ Date: _____
                                  Signature

Please submit to Dr. Timothy Newman, Graduate Coordinator, upon occasion of Final Project Proposal. Retrieve from student folder for signatures on occasion of Final Project Defense and Completion.