

## PROJECT/THESIS/DISSERTATION PREPARATION GUIDE

### *Introduction*

The Division of Graduate Studies and Continuing Education's Project/Thesis/Dissertation Preparation Guide is intended to assist graduate students organize the results of their research and present these results in the form of a scholarly document. Follow the directions carefully, and adhere to all standards and requirements to avoid unnecessary delays in completing your project/thesis/dissertation and graduation. Do not use previous projects/theses/dissertations as a model for your project/thesis/dissertation.

The project/thesis/dissertation is the culmination of a student's experiences in a graduate degree program. It should be a document of the highest quality. The subject should be current and pertinent to the discipline. The language should be clear and free from jargon. The grammar should be perfect. The style, format, and quality of paper should meet requirements stated in this Preparation Guide. For your convenience, there is a checklist (below) that you can use as a reminder of items that need your attention.

If you have any questions, or if you are in any doubt at all, please contact your advisor before you proceed. We prefer that you ask for information before you proceed, rather than have you proceed in error and be required to make what may be costly corrections and/or adjustments later, and perhaps delay completion of your degree.

Once you have completed your project/thesis/dissertation, there will be a series of reviews and revisions of your work. This period of reviews and revisions is an important part of your graduate training. The review process yields higher-quality research/project results and reporting. Reviews make invaluable contributions to theoretical and analytical aspects as well as in the interpretation of results and clarity of writing.

The review process begins with your advisor. Advisors may wish to review portions of your project/thesis/dissertation or wait until you have a completed draft. Frequent communication with your advisor is essential during the process.



references, tables with headings, and figures with captions. Theses/dissertations chapters should refrain from line numbering even if a journal's guide to authors calls for line numbering.

The project/thesis/dissertation should have a final chapter containing general conclusions that briefly summarizes the overall findings, as well as stating relevant recommendations, implications, and future research needs that have arisen as a consequence of the project/thesis/dissertation research. The first page of the final chapter should include, beginning at the top of the page, the title (e.g. CHAPTER 5. GENERAL CONCLUSIONS) centered and double-

g. "University of Arkansas at Pine Bluff"

4. Signature page with the following information (assumed page number ii):

a. "THIS THESIS (or PROJECT, or DISSERTATION) IS APPROVED FOR RECOMMENDATION TO THE GRADUATE COUNCIL"





ExtraLarge Pages:

Extra-large charts, maps, etc., should be folded in a form ready for binding.

Non-Print Materials:

These materials include slides, cassettes, compact discs, etc. The student m

The six unbound copies of the project/thesis/dissertation must meet 8.07 specifications and duplication