

# Adams State College

## Department of Human Performance & Physical Education



## Guidelines for Master's Thesis



*"Preparing Health, Physical Education and Fitness Professionals"*



## Thesis Procedure Guidelines

- Step 1:** Confer with your faculty advisor to initiate the thesis process. Discussion of thesis topic(s) with your advisor and/or other faculty members should begin *at least* a year prior to anticipated degree completion.
- Step 2:** Enroll in HPPE 591: Thesis Proposal, at least one semester prior to the semester you plan on completing your degree.
- Step 3:** Early in the semester you are taking HPPE 591, form a thesis committee. This involves securing agreement of at least three faculty members, two of which must be in the HPPE department.
- Step 4:** Complete the Thesis Committee Form.
- Step 5:** Write thesis proposal (chapters 1, 2, and 3). This must be completed as part of HPPE 591.
- Step 6:** Present proposal to committee for approval. This must be completed as part of HPPE 591.
- Step 7:** Before data collection or any work with human subjects can begin, you must apply for approval from the ASC Human Subjects Institutional Review Board (IRB). See your advisor for necessary forms. This process may occur simultaneously with your proposal presentation and approval by committee. Allow up to 4 weeks for IRB approval.
- Step 8:** Enroll in HPPE 593: Master's Thesis. This should be done in the last semester of your degree program.
- Step 9:** Begin data collection (subject to IRB approval).
- Step 10:** Once data collection is completed, analyze results, and finish writing thesis (chapters 4, 5, and 6).
- Step 11:** Meet with faculty advisor to schedule a date for oral defense of thesis. The oral defense should be scheduled *at least* two to three weeks prior to the end of the semester.
- Step 12:** Distribute copies of thesis to committee members *at least* one week prior to scheduled oral thesis defense.
- Step 13:** Defend thesis. The oral presentation is open to the public.
- Step 14:** Make any changes to thesis document requested by committee members.
- Step 15:** Once all changes have been completed, obtain signatures from committee members on completed thesis document.
- Step 16:** Submit finished copies (as per format requirements and guidelines) as follows:
  - three copies to the library to be bound
  - a copy for each committee member
  - any additional copies you may want.This must be completed before graduation.

## Content Outline for the Thesis

Students must use an appropriate research format in writing the Master's Thesis. Below is an example:-

- 1) **Chapter 1: Introduction**
  - Statement of the problem
  - Purpose of the study
  - Hypothesis or research question(s)
  - Delimitations and limitations
  - Assumptions
  - Definition of terms
- 2) **Chapter 2: Review of the Literature**
- 3) **Chapter 3: Procedures**
  - Sample Population
  - Instrumentation
  - The Setting
  - Research Design
  - Reliability
  - Validity
  - Treatment of data/ Statistics
- 4) **Chapter 4: Results**
  - Detailed description of result
- 5) **Chapter 5: Discussion**
  - Detailed discussion and analysis of findings
- 6) **Chapter 6: Summary Recommendations and Conclusions**
  - Summary of major findings
  - Recommendations
  - Conclusions

Other formats may be acceptable, depending on the nature of the study and subject to the advisor's approval. When writing this thesis, students will follow the style guidelines of the most recent APA Publication Manual. In addition, the following pages outline standard formatting procedures to be used.

## General Requirements and Guidelines

### Paper

- White paper with a 25% or higher cotton-fiber content embossed with a watermark seal.
- 20 pound weight minimum.
- 8.5" x 11" in size.

### Word Processing

The thesis must be a flawless copy that does not reveal the following:

- Cross-outs, lines from paste-ons, dots and shading in the background, smudges and smears, and white-out.
- Use of photo-mounting corners, staples, or tape.

A thesis with any of the above flaws will not be accepted.

### Printing and Copying

- Every page of the document must be printed single-sided with a laser printer.
- Professional copying of the unbound thesis copies are submitted to ASC Library for binding. Copies for committee members may be on regular copy paper and presented in binder/folder.

### Fonts

- Most 12-point fonts are acceptable for text (Times New Roman is preferred) and 10-point font for footnotes and subscripts
- Fonts equivalent to Microsoft Word may be used.
- Fonts less than 10-point are not recommended even for superscripts and subscripts. For information related to font size in footnotes, refer to the Footnotes section (next column).

### Symbols

- Symbols commonly used in mathematical equations, logic/scientific notations, etc. may be used, but must be fully legible and amenable to microfilming without loss of information

### Spacing and Margins

- The abstract and the general text of the manuscript must be double-spaced.
- Single-space each bibliographical entry and double-space between entries
- Single-space may be used for long tables, long quotations, footnotes, appendices and multi-line captions.
- Margins must be:  
    Top, Bottom, Right: 1"  
    Left: 1.5" (extra space is needed for binding)

### Footnotes

See APA Manual for guidelines

- All footnotes must conform to margin requirements.
- All footnotes must conform to font requirements with exception being given only to the footnote number itself. Most software programs default to a font size smaller than 10-point. However, the footnote number can be no less than 8-point font size

## Page Numbering and Placement

Every thesis is composed of three parts: preliminary pages, text and reference materials (i.e., appendices and bibliography)

### Preliminary Pages

- Preliminary pages are all the pages that precede the text of the thesis.
- Count, but do not number, the title page, abstract, and copyright page (if applicable).
- All other preliminary pages (for example, dedication and acknowledgement pages, etc.) are counted and numbered using lower case Roman numerals. (iii, iv, v, etc.)
- Page number placement begins at the dedication or acknowledgments.
- Numbers are placed in the center of the page 0.5" from the bottom.

### Text, Appendices and Bibliography

- Count and number all pages.
- Page number 1 is the first page of Chapter 1: Introduction
- Arabic numerals (1, 2, 3, etc.) are placed on all pages consecutively throughout the text, appendices, and bibliography.
- Numbers are placed in the center of the page 0.5" from the bottom.
- You may use "References" instead of "Bibliography" if that is the convention in your discipline.

## Formatting Instructions

### Formatting Preliminary Pages

#### 1. Title Page

- Type the title in CAPITAL LETTERS centered 2" from the top of the page.
- Double-space and type "By".
- Double-space and type the student's name, as the author, **in full as it will appear on the diploma.**
- Type "A THESIS" approximately 2.5" below the name.
- Double-space and then type (single spaced):  
Submitted to  
Adams State College  
in partial fulfillment of the requirements  
for the degree of
- Double-space and type "M.A. in Human Performance and Physical Education"
- Double-space and type the area of emphasis, i.e. "Sport Administration" or "Exercise Science"  
- double-space and type the name of the department in which the degree is completed
- Double-space and type the month and year in which the completed thesis is submitted  
- following the title page will be the signed thesis completion page (see below)

#### 2. Abstract

- Type "ABSTRACT" centered 1" from the top of the page.
- Double-space and type the title in CAPITAL LETTERS.
- Double-space and type the word "By".
- Double-space and type the author's name in full **as it will appear on the diploma.**
- Double-space and type the text of the abstract.

- **The abstract of a master's thesis must not exceed one page.**
  - The abstract must not include any figures.
  - The text of the abstract must be double-spaced and meet paper and margin requirements.
- 3. Copyright Page** (if applicable)
- If the author intends to apply for a copyright, a copyright page must be inserted immediately following the abstract.
  - The copyright notice is placed anywhere on its own page but its placement must comply with the margin requirements.
- 4. Dedication** (Optional)
- If used, it should be brief and centered, top to bottom, on the page.
  - Pagination sequence begins at this page with lower case Roman numerals.
- 5. Acknowledgments** (Optional)
- Most theses include a brief statement of appreciation for, or recognition of, any special assistance. Type "ACKNOWLEDGMENTS" centered 1" from the top of the page.
  - Double-space twice. Begin typing the text.
  - The text must be double-spaced.
- 6. Table of Contents**
- Type "TABLE OF CONTENTS" centered 1" from the top of the page.
  - Double-space twice. Type the listings.
  - The titles of the chapters, and at least the primary and secondary subdivisions should be listed. They must be worded exactly as they appear in the body of the thesis.
  - Single-space within each entry and double-space between.
  - All material that follows the Table of Contents should be listed indicating corresponding page numbers.
  - No preceding material is listed.
  - Tables and Figures are listed separately, following the Table of Contents.
  - Include leader dots before the page number
- 7. List of Tables**
- Type "LIST OF TABLES" centered 1" from the top of the page.
  - Double-space twice and type the listings which begin at the left margin.
  - The List of Tables uses the captions as they appear above the tables in the text.
  - Double-space between each listing.
  - All material must indicate corresponding page numbers.
- 8. List of Figures**
- Type "LIST OF FIGURES" centered 1" from the top of the page.
  - Double-space twice. Type the listings.
  - The List of Figures uses the captions as they appear below the figures in the text.
  - Double-space between each listing.
  - All material must indicate corresponding page numbers.
- 9. Body of Text**
- The text of the thesis must conform to all requirements concerning paper quality, margins, fonts and spacing.
  - Each major section or chapter must start on a new page 1" from the top of the page.

**10. Bibliography or References** (as appropriate)

- Type “BIBLIOGRAPHY” or “REFERENCES” centered 1” from the top of the page.
- Double-space twice. Type the listings following APA style.
- Double-space between each listing.
- All material must indicate corresponding page numbers.

**11. Appendix**

- Type “APPENDIX” centered in the middle of the page. Double space and type the title of the material in the Appendix.
- Materials will follow on the next page(s). You may have more than one Appendix.
- Appropriate materials to be placed in an Appendix must include a signed approval form from the ASC IRB committee and an unsigned copy of the Informed Consent; other materials may include: examples of any questionnaires, examples of tests, raw data, statistical printouts, data sheets, instructions, etc.
- All material must indicate corresponding page numbers.

## Final Submission of Thesis

The thesis must be prepared in accordance with the specifications in this guidebook.

Changes, corrections, or additions required by the thesis committee are to be incorporated **before** the committee will sign off on the thesis document; then it may be submitted to the ASC Library.

The following materials must be presented at the time the thesis is submitted:

**Three** unbound copies to ASC Library. When these are bound, one will remain in the library, one will go to the Graduate School, and one will go to the HPPE Department.

Each committee member should be given a copy presented in a spiral bound notebook, 3-ring binder or other similar packaging. It is recommended that you supply the ASC Library with an additional copy of your thesis to be bound for your own personal copy.

There will be a fee for thesis binding by the library.

# Forms



**Adams State College**  
**Human Performance and Physical Education**  
**Thesis Committee Form**

Graduate students may, after consultation with their advisor, elect to write a thesis. It must be in accordance with prescribed standards.

Candidates wishing to complete a thesis must sign and process this form:

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Obtain approval for thesis from their advisor.

Advisor Approval \_\_\_\_\_ Date \_\_\_\_\_

2. Form a Master's thesis committee consisting of at least three professionals. Two must be full time members of the ASC HPPE faculty. Approval of a committee member outside the Department of HPPE must be approved by the HPPE Department Chair.

Thesis Committee:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Approval \_\_\_\_\_ Date \_\_\_\_\_



**Adams State College**  
**Human Performance and Physical Education**  
**Master's Thesis**  
**Report of Performance**

Student Name: \_\_\_\_\_ Date of Thesis Defense: \_\_\_\_\_

M.A. Degree Program: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

Thesis Committee: \_\_\_\_\_ (Chairperson)  
\_\_\_\_\_ (Member)  
\_\_\_\_\_ (Member)  
\_\_\_\_\_ (Member)

Evaluation of Thesis:

Pass: \_\_\_\_\_ Comments:

Fail: \_\_\_\_\_ Comments:

Additional Requirements: \_\_\_\_\_ (see below)

Further courses and grades required:

Other requirements:

Committee Signatures:

\_\_\_\_\_ (Chairperson)      Date: \_\_\_\_\_

\_\_\_\_\_ (Member)      Date: \_\_\_\_\_

\_\_\_\_\_ (Member)      Date: \_\_\_\_\_

\_\_\_\_\_ (Member)      Date: \_\_\_\_\_



**Adams State College**  
**Human Performance and Physical Education**  
**Signed Title Page**  
**Signifying completion of thesis**

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(Title)

A thesis prepared by \_\_\_\_\_  
(Student's Name)

In partial fulfillment of the requirements for the degree,  
Masters of Art in Human Performance and Physical Education,  
has been approved and accepted by the following:

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Dr. Don Johnston  
Director of the Graduate School

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Chairperson of Thesis Committee

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Date

**Thesis Committee Members:**

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