

GRAND VALLEY STATE UNIVERSITY

Guidelines for the Preparation of Theses and Dissertations

2012-13



Table of Contents

Introduction	2
Section I: Process Overview for Theses and Dissertations	3
Section II: Roles and Responsibilities	4
Student	4
Thesis or Dissertation Committee Chairperson	4
Thesis or Dissertation Committee Members	4
Section III: Preparing the Thesis or Dissertation	5
Committees	5
Selecting a Subject Area or Topic	5
Thesis or Dissertation Proposal	6
Thesis or Dissertation Defense	6
Credit Hours	6
Fees	6
Deadlines	6
Section IV: Formatting the Manuscript and Arrangement of Pages	7
Thesis and Dissertation Preparation	7
Plagiarism and Copyrights	7
Electronic Filing of Completed Work	8
General Formatting	8
Formatting for Individual Pages	10
Sources Consulted for these Guidelines	15
<u>Appendices</u>	
Appendix A: Committee Membership Endorsement Form for Thesis or Dissertation	16
Appendix B: Thesis or Dissertation Proposal Announcement Form	17
Appendix C: Thesis or Dissertation Defense Announcement Form	18
Appendix D: Thesis Approval Form	19
Appendix E: Thesis Title Page	20
Appendix F: Dissertation Approval Form	21
Appendix G: Dissertation Title Page	22
Appendix H: Sample Table of Contents – Traditional Format	23
Appendix I: Sample Table of Contents – Manuscript Format	25
Appendix J: Thesis Submission Agreement for ScholarWorks@GVSU	28

Introduction

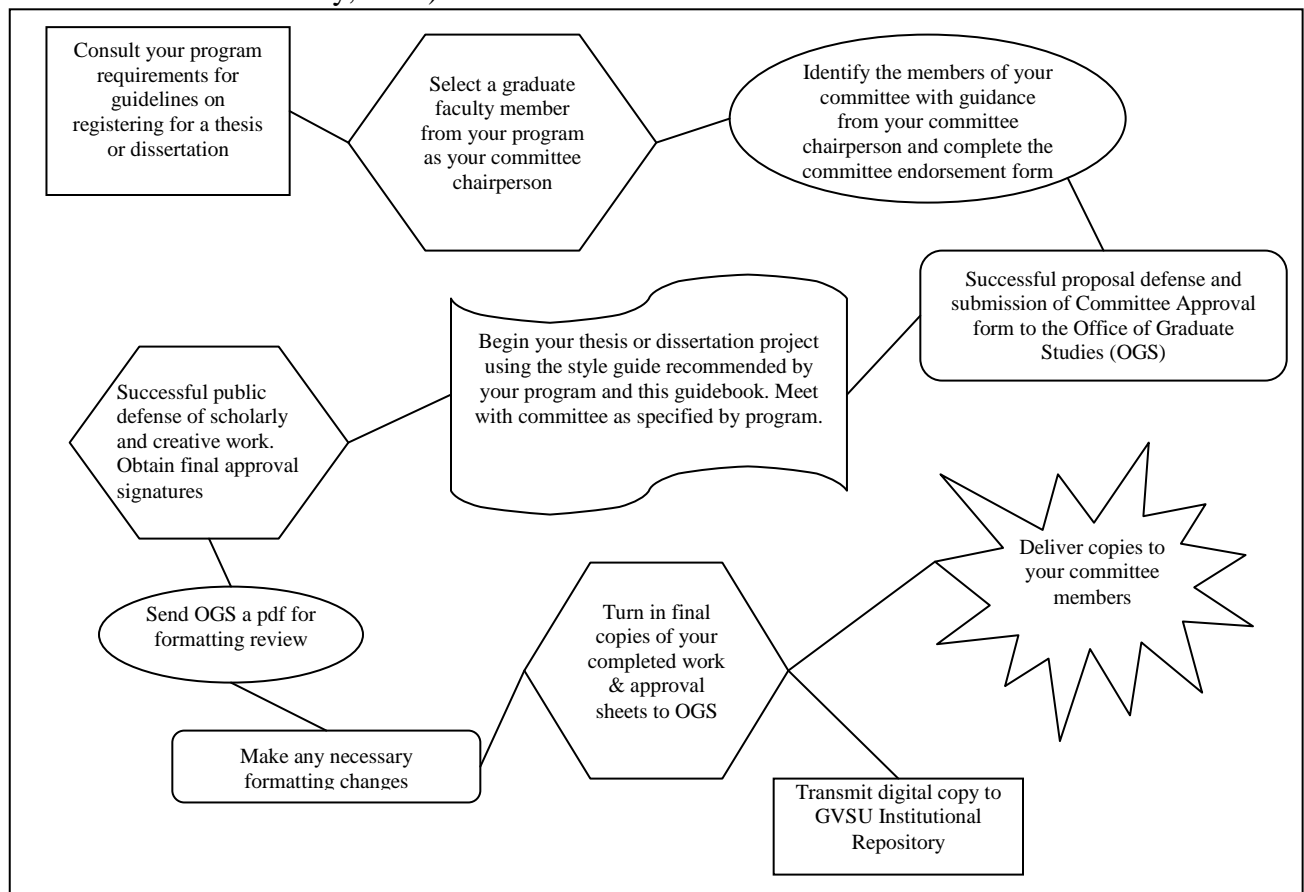
The purpose of a thesis or dissertation is to demonstrate your competence to investigate an original research topic and to report the findings with full documentation, development, and complete tabular presentation in a manner that can be understood by both an individual knowledgeable in the topic and an individual whose advanced training is in another discipline. Selecting a subject or question worthy of investigation for a thesis or dissertation is one of the most significant aspects of graduate education. You should choose a topic with thoughtful consideration and with the recommendation of your graduate advisor or graduate mentor. Even though the research or creative development itself may be the most important aspect of your scholarship, the clear and effective communication of the research and scholarship is also of prime importance.

This manual defines the procedures for creating and submitting a master's thesis or doctoral dissertation at Grand Valley State University. Adhering to the guidelines in this document will help you avoid delays in the completion and acceptance of your final document. The final document submitted to the Grand Valley State University becomes part of the university's permanent collection and contributes to scholarship in a given field. Consequently, it should be of professional quality and be free of spelling, grammatical, or formatting errors. Additionally, it must contain the requisite signatures and be received and approved by the Office of Graduate Studies by the timelines detailed in this manual in order to have the degree conferred. You, the student, are responsible for knowing your program or department's specific requirements regarding the thesis or dissertation. The content of the completed document is outside the province of this manual. When the Office of Graduate Studies receives a thesis or dissertation it assumes that the research and scholarship is completed, that all required approvals and/or permissions have been acquired, and that the final draft has been examined and approved by the supervising professor and committee.

Section I Process Overview for Theses and Dissertations

A thesis or dissertation represents the culmination of research, scholarship, or creative work that significantly contributes to existing knowledge within academic fields and disciplines. Your completed document is considered your original contribution to your professional field or discipline; therefore, it should be written to present meaningful research and ideas to create credible conclusions. The process for completing a thesis or dissertation is detailed throughout this manual, but a general overview includes the steps shown in Figure 1. It is important to maintain open communications with your committee chairperson and committee members. This will facilitate an efficient progression through the thesis and dissertation process.

Figure 1: An overview of the process for theses and dissertations (adapted and modified from James Madison University, 2009).



Section II Roles and Responsibilities

Student

As illustrated in Figure 1, it is your responsibility to know the program requirements pertaining to the culminating experience expected for the degree. These are usually detailed in the program requirements and contained in the Student Handbook provided by each graduate degree program at orientation. At some time, usually between 30% to 60% completion of degree course requirements, you will need to identify a graduate faculty member to serve as the Committee Chairperson. You should work with your Committee Chairperson, to identify additional graduate faculty who would make meaningful contributions to the development and completion of a worthwhile project. Throughout the thesis or dissertation it is your responsibility to fulfill the expectations of the entire Committee with regards to deadlines, completion of all necessary forms and approvals, and the responsible conduct of scholarly or creative work with academic integrity. Regardless of the form of scholarly or creative activity required for the degree, you are expected to credibly defend all decisions regarding the purpose of the study, methodology, interpretation of results and conclusions, in a public defense meeting with the Thesis or Dissertation Committee.

Thesis or Dissertation Committee Chairperson

The primary responsibility of the Chairperson of the Committee is to mentor you with the goals of having you complete a worthwhile project that has rigor, is appropriate for you to complete within a reasonable amount of time during your academic program, and challenges you to develop and use the skills of critical inquiry, evidenced-based decision making, reflection, presentation, and scholarly writing. The Committee Chairperson is required to hold full graduate faculty status and be capable of, and/or experienced in, mentoring graduate students in scholarly activities. The Committee Chairperson is responsible for calling Committee meetings, coordinating the activities of the Committee, and setting the tone for fair, honest and equitable assessment of your academic work. Finally, the Committee Chairperson has the key responsibility of working to ensure a successful, satisfactory outcome both for you and the Committee.

Thesis or Dissertation Committee Members

The responsibilities of the Committee members are to work with you and the Committee Chairperson to ensure a successful, satisfactory outcome that is assessed in a fair, honest, and equitable manner. Members are expected to hold graduate faculty status and to make active contributions to improvement of the project given their expertise and knowledge to help guide you. Members also are expected to critically read and evaluate both the initial proposal and final documents, providing constructive feedback, editorial comment, and suggestions for improvement to you and the Committee Chairperson in a collegial manner. These responsibilities are completed when they sign the final copy submitted to The Office of Graduate Studies.

Section III Preparing the Thesis or Dissertation

Committees

As illustrated in Figure 1, you and your Committee Chairperson need to identify appropriate graduate faculty willing to serve on your committee. The following govern the selection of committee members:

- Masters theses must be overseen by a committee consisting of at least three (3) members.
- Doctoral dissertations must be overseen by a committee consisting of at least four (4) members.
- All committee members must hold graduate faculty status. The chair of the committee must hold full graduate faculty status. At least one committee member must be from outside your specific research or disciplinary area of study. The Office of Graduate Studies must endorse the committee membership.
- The dean of The Office of Graduate Studies must approve non-graduate faculty as members for thesis or dissertation committees.
- Non-graduate faculty members may include persons external to the university that are approved for adjunct graduate faculty status.

Once your committee membership is determined you should complete the Committee Membership Endorsement for Thesis or Dissertation Form (Appendix A) and submit the signed form to The Office of Graduate Studies no later than the 3rd week prior to the start of the semester in which you register for your thesis or dissertation.

* The College of Education further requires that any student earning a Master's in Education and electing the thesis option have a thesis committee consisting of at least two College of Education faculty, including the Committee Chairperson. The Committee Chairperson will assist the student in coordinating an appropriate committee structure.

Selecting a Subject Area or Topic

You will select a subject area or topic with the guidance of your committee chairperson and/or committee members. The topic you select should be of interest to you and one that can be completed with academic rigor and within a reasonable time period of your graduate studies.

After choosing a subject area or topic, you will proceed with the research, scholarly, or creative work. It is important to obtain your committee members' proposal approvals as early as possible in the research process, as well as approval of your research project from the Human Research Review Committee (HRRC) if your research involves the use of human subjects, or from the Institutional Animal Care and Use Committee (IACUC) if your research involves the use of animals. No subject recruitment or data collection can begin until you receive written approval from the appropriate Institutional Review committee. If your research project involves using humans or animals you must submit an electronic application to these committees at www.irbnet.org.

Thesis and Dissertation Proposal

All thesis and dissertation proposals must be publically presented. A thesis or dissertation announcement (Appendix B) must be posted electronically on an academic program or departmental website. To have an announcement posted on the Office of Graduate Studies website, email the announcement to gradstudies@gvsu.edu.

Thesis and Dissertation Defense

All thesis and dissertation must be publically defended. A thesis or dissertation announcement (Appendix C) must be posted electronically on an academic program or departmental website. To have an announcement posted on the Office of Graduate Studies website, email the announcement to gradstudies@gvsu.edu.

A successful thesis or dissertation defense occurs when the majority of your committee members approve of your thesis or dissertation work. Your committee members will document the approval of your research, scholarly or creative work with written signatures. Committee members and your college dean attest to the acceptability of the document from all standpoints when they sign the approval page (Appendix D or F) after you have successfully defended your thesis or dissertation.

Credit Hours

You must enroll in the course(s) appropriate to your academic unit for the semester(s) you are working on your thesis or dissertation. Consult your academic unit or contact your graduate program director for guidelines on registration for classes and credit hours for your particular degree.

Fees

As a graduate student, you will be charged the applicable graduate tuition rate for your work on your thesis or dissertation based on your degree program. If you fail to complete the work after registering for all required credit hours you will be required to maintain continuous enrollment during each semester until final approval of the thesis or dissertation is granted.

Deadlines

You should work with your committee to establish a schedule for completion of your thesis or dissertation. Regardless of your interim deadlines, however, you must adhere to The Office of Graduate Studies deadlines for the final submission of your project.

- Submission of your completed document must occur at least three (3) weeks prior to the last day of class in the semester you intend to graduate.

Section IV Formatting the Manuscript and Arrangement of Pages

Thesis and Dissertation Preparation

Each academic unit specifies an acceptable format for the thesis and dissertation document. Examples of commonly used formats are found in Appendix H (Traditional Format) and Appendix I (Manuscript Format). Consult your graduate program director or graduate program adviser to identify which format and which writing style to use. If your field of study demands a specific style guide, follow it consistently, except where its instructions conflict with the guidelines in this manual as this manual supersedes your academic unit's style guide. If questions arise which are not answered by your departmental style guide or by this manual, consult *A Manual for Writers of Term Papers, Theses, and Dissertations* (7th ed., 2007), Kate L. Turabian.



Do *not* model your thesis from those submitted in past years, as changes in university policy and style requirements have rendered past practices obsolete.

In some disciplines, it is common practice to follow a manuscript format (Appendix I – Manuscript Format) for theses and dissertations. If that is true for your area of study, follow the journal's instructions for authors, or the equivalent, as well as current journal practices for all matters not explicitly explained in this manual (including guidelines for textual citations, references, tables, figures, form and hierarchy of headings, treatment of special terms, etc.).

Plagiarism and Copyrights

Plagiarism

Properly citing your sources can help you avoid plagiarism. The style guide your academic unit uses should address plagiarism; for additional information, consult the GVSU Library's plagiarism guide (<http://tinyurl.com/c9wo9f>).

According to the GVSU Student Code (section 223.01) plagiarism is defined as:

Any ideas or material taken from another source for either written or oral presentation must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit in written or oral work for the ideas or materials that have been taken from another is guilty of plagiarism.

Copyright protection

The U.S. Copyright Law provides federal copyright protection for both published and unpublished work. If you intend to quote extensively from copyrighted material, or wish to include illustrations, charts, graphs, etc. in your thesis, you must obtain permission by the copyright holder to use their material, and include evidence that you received permission in the appendix of your thesis. Consult with your thesis or dissertation committee chairperson to help determine when you need to seek copyright holder permissions.

Electronic Filing of Completed Work

All theses and dissertations must be electronically filed in the GVSU electronic repository (currently ScholarWorks@GVSU). After your committee has approved your thesis or dissertation and signed the approval page (Appendix D or F), submit a pdf of the entire document to the Office of Graduate Studies.

Once your thesis or dissertation is approved by the Office of Graduate Studies, you must submit your work to the university libraries for inclusion in ScholarWorks@GVSU. The inclusion of your work in ScholarWorks@GVSU will make it openly available on the internet, furthering scholarship in your field of study. If you wish, release of your thesis may be embargoed for a specified period of time from when the library receives it. Contact the library's ScholarWorks@GVSU coordinator if you would like more information regarding embargos. The current ScholarWorks@GVSU coordinator can be reached at scholarworks@gvsu.edu.

General Formatting

Pagination

Arabic numbers are used for thesis pagination. Page numbers do not appear on Page 1 (Title Page) and page 2 (Approval Page). Please see Table 1 for page order and pagination information.

Table 1: Preliminary pages formatting.

	Page Name	Required?	Print page number	Page counts as:
1	Title page	yes	no	1
2	Approval page	yes	no	2
3	Dedication page (limited to two pages)	no, optional	yes	3
4	Acknowledgments (limited to two pages)	no, optional	yes	3 or 4
5	Preface	no, optional	yes	(next number in sequence)
5	Abstract (limited to 350 words)	yes	yes	(next number in sequence)
6	Table of contents	yes	yes	
7	Lists of tables, figures, key to symbols or abbreviations (each a separate section)	yes, if applicable	yes	
8	Text and supplementary pages	yes	yes	
9	Appendices	Yes, if applicable	yes	
10	Glossary	no, optional	yes	
11	Bibliography	Yes	yes	

12	Index	no, optional	yes	
13	Vita	no, optional	yes	
14	Submission agreement for ScholarWorks@GVSU	yes	no	

Typeface and spacing

Acceptable fonts for the thesis and dissertation documents are:

- Ariel
- Courier
- Times New Roman
- Garamond

Use one 12 point font consistently for the entire document including the body text, footnotes, and page numbers. A different font for scientific notations and tables may be used as needed.

All general text is double-spaced.

Margins

The body of the manuscript, including appendices, must adhere to the following margins:

- Left margin: 1.5 inch for hardback binding; 1 inch for spiral binding or PDF
- Right margin: 1 inch
- Top margin: 1 inch
- Bottom margin: 1 inch

Top and bottom margins are measured to the first and last lines of type.

Pages should not begin or end with only one line of a paragraph. At least two lines of a paragraph should be at the end of a page or the beginning of a new page. Adherence to this rule may create a bottom margin that is more than one inch, which is acceptable.

Center page numbers one-half (1/2) inch from the bottom of the page. The page number position should be the same on all pages where page numbers appear.

Justify the left margins but do *not* justify right margins.

Follow your academic unit's style for the main text/body of the document pages, endnotes, reference lists and/or bibliographies. There are specific formatting requirements for individual pages, as noted below.

!
Every major division—
chapters, references,
etc.—should begin on
a new page.

Formatting for Individual Pages

Samples of the following pages can be found in Appendix C, D, E, and F of this handbook, and are also available as MS Word documents on the Office of Graduate Studies website (www.gvsu.edu/gs/).

Title page

The date on the title page must indicate the month and year in which you will receive your degree. The title page must conform to the requirements listed in Table 2.

Table 2: Title page formatting.

Page element	Margins & placement
Left margin	1.5" or 1" (be consistent throughout document)
Right margin	1"
Top margin	1"
Bottom margin	1"
<Title of Thesis>	At the top margin, centered; the title must be less than 200 characters total
<your name>	Two lines below the last line of the title, centered
<A Thesis Submitted to the Graduate Faculty of>	Nine lines below your name, centered
GRAND VALLEY STATE UNIVERSITY	Two lines below previous line, centered
In	Two lines below previous line, centered
Partial Fulfillment of the Requirements	Two lines below previous line, centered
For the Degree of	Two lines below previous line, centered
<title of your degree>	Two lines below previous line, centered
<name of your academic unit>	Four lines below previous line, centered
<month of graduation> <year of graduation>	Eight lines below previous line, centered
Pagination	Page 1 (page number does not appear)

Approval page

The approval page certifies that your committee chairperson, committee members, and academic unit head agree that your completed thesis or dissertation satisfies the requirements for your degree. Use the sample approval page (Appendix D or F) contained in this Manual (download in MS Word available on the Office of Graduate Studies website) as a template for your title page, replacing the text in <brackets> with your own. The sample has signature lines for committee members in addition to your committee chairperson; if you have more committee members, contact the Office of Graduate Studies for a revised template.

Dedication page (optional)

The dedication page, which is optional, follows the title page, is limited to one page, and is numbered (Table 3).

Table 3: Dedication page(s) formatting

Page element	Margins & placement
Left margin	1.5” or 1” (be consistent throughout document)
Right margin	1”
Top margin	1”
Bottom margin	1”
Dedication	centered, bold face type
<text of dedication>	Two lines below the last line of the title, flush left, double spaced
Pagination	3, centered, .5” from bottom of page

Acknowledgment (optional)

The acknowledgment page provides you a venue to recognize individuals who helped with your thesis. Acknowledgments should not exceed one page (Table 4).

Table 4: Acknowledgement page(s) formatting

Page element	Margins & placement
Left margin	1.5” or 1” (be consistent throughout document)
Right margin	1”
Top margin	1”
Bottom margin	1”
Acknowledgment (use Acknowledgments if there are more than one)	centered, bold face type
<acknowledgment text>	Two lines below the last line of the title, flush left, double spaced
Pagination	3 or 4 (depending on if there was a dedication page); centered, .5” from bottom of page

Preface (optional)

A preface, which is optional, contains brief remarks describing what preceded the undertaking of the work and may be written in the first person. It is not to be used in lieu of the introduction and should not exceed three pages (Table 5).

Table 5: Preface page formatting

Page element	Margins & placement
Left margin	1.5" or 1" (be consistent throughout document)
Right margin	1"
Top margin	1"
Bottom margin	1"
Preface	centered, bold face type
<acknowledgment text>	Two lines below the last line of the title, flush left, double spaced
Pagination	Next in sequence, centered, .5" from bottom of page

Abstract

The abstract presents a summary of the thesis or dissertation (Table 6). It should contain:

- A short statement of the problem or area(s) of investigation
- A brief discussion of the methods and procedures used in gathering data or information
- A summary of findings
- Recommendations or conclusions

Abstracts should not exceed 350 words.

Table 6: Abstract page formatting

Page element	Margins & placement
Left margin	1.5" or 1" (be consistent throughout document)
Right margin	1"
Top margin	1"
Bottom margin	1"
Abstract	centered, bold face type
<abstract text>	Two lines below the last line of the title, flush left, double spaced
Pagination	Next in sequence, centered, .5" from bottom of page

Table of contents

The titles of chapters or sections, 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 or dissertation (Table 7). Samples of tables of contents for the traditional format (Appendix G) and the manuscript format (Appendix H) can be found in the Appendices.

Table 7: Table of contents formatting

Page element	Margins & placement
Left margin	1.5" or 1" (be consistent throughout document)
Right margin	1"
Top margin	1"
Bottom margin	1"
Table of Contents	centered, bold face type
<text>	<ul style="list-style-type: none">Two lines below Table of Contents, flush leftSingle-space within each entry and double-space betweenPage number should correspond with textUse leader dots before the page number
Pagination	Next in sequence, centered, .5" from bottom of page.

General text

The general text should be double spaced throughout the document (Table 8). The general text contains all of the information for the thesis or dissertation excluding any material that would be contained in the appendices.

Table 8: General text formatting

Page element	Margins & placement
Left margin	1.5" or 1" (be consistent throughout document)
Right margin	1"
Top margin	1"
Bottom margin	1"
<text>	Double-spaced throughout the entire document
Pagination	Next in sequence, centered, .5" from bottom of page.

Additional information

Additional information such as appendices and data tables may be included in the thesis or dissertation. Please be sure to adhere to the appendices formatting guidelines shown in Table 9.

Table 9: Appendices formatting

Page element	Margins & placement
Left margin	1.5" or 1" (be consistent throughout document)

Right margin	1”
Top margin	1”
Bottom margin	1”
<text>	Title of appendix should appear centered at the top of the page
Pagination	Next in sequence, centered, .5” from bottom of page.

Sources Consulted for these Guidelines

- College of Graduate Studies and Research. (2009). *Guidelines for preparing theses and dissertations*. Towson MD: Towson University.
- Cratis D. Williams Graduate School. (2008). *Student handbook for dissertation & thesis preparation*. Boone, NC: Appalachian State University.
- Graduate School. (2010). *Thesis guidelines*. Bellingham, WA: Western Washington University.
- Montclair State University. (2009). *Procedures and guidelines for the preparation of master's theses at Montclair State University*. Montclair, NJ: Montclair State University.
- The Graduate School. (2010). *Thesis and dissertation manual*. Harrisonburg, Virginia: James Madison University.

Appendix A: Committee Membership Endorsement Form for Thesis or Dissertation

Committee Membership Endorsement Form for

() Thesis

() Dissertation

(select one)

Student Name:	Date:
Graduate Degree Program:	
Thesis Title:	

	Committee Members:	Graduate Faculty Status:	Department/Program:
Chairperson:			
Member:			
Member:			
Member:			
Member:			

Comments:

Approval:

Dean of Graduate Studies

Date

Please send the completed information electronically to: gradstudies@gvsu.edu

Appendix B: Thesis or Dissertation Proposal Announcement Form

Thesis or Dissertation Proposal Announcement Form
(posted electronically on Academic program or Departmental website, distributed electronically to appropriate list-serves, and posted on appropriate bulletin boards at least 7 days prior to scheduled date)

Student Name

Date and Time

Location

<TITLE OF THESIS/DISSERTATION>

Committee members include: <names of all committee members>

Appendix C: Thesis or Dissertation Defense Announcement Form

Thesis or Dissertation Defense Announcement Form
(posted electronically on Academic program or Departmental website, distributed electronically to appropriate list-serves, and posted on appropriate bulletin boards at least 7 days prior to scheduled date)

Student Name

Date and Time

Location

<TITLE OF THESIS/DISSERTATION>

Committee members include: <names of all committee members>

Appendix D: Thesis Approval Form



Approval and recommendation for acceptance as a thesis in partial fulfillment of the requirements for the degree of <Master of XXXX>.

Special committee directing the thesis work of <your full legal name here>

<name of thesis advisor>, Thesis committee chair Date

<name of member>, Committee member Date

<name of member>, Committee member Date

Approved by the Academic Dean

Received by the Office of Graduate Studies

Academic Dean

Dean of Graduate Studies

Date

Date

Please send the completed information electronically to: gradstudies@gvsu.edu

Appendix E: Thesis Title Page

<Title of thesis>

(title can be no more than 200 characters in length double spaced)

<Your full legal name here, double spaced after title>

A Thesis Submitted to the Graduate Faculty of

GRAND VALLEY STATE UNIVERSITY

In

Partial Fulfillment of the Requirements

For the Degree of

<name of your degree here>

<your academic unit>

<Month of graduation> <Year of graduation>

Appendix F: Dissertation Approval Form

Approval and recommendation for acceptance as a dissertation in partial fulfillment of the requirements for the degree of <Doctor of XXXX>.

Special committee directing the dissertation work of <your full legal name here>

<name of dissertation chair>, Dissertation committee chair Date

<name of member>, Committee member Date

<name of member>, Committee member Date

<name of member>, Committee member Date

Approved by the Academic Dean

Received by the Office of Graduate Studies

Academic Dean

Dean of Graduate Studies

Date

Date

Please send the completed information electronically to: gradstudies@gvsu.edu

Appendix G: Dissertation Title Page

<Title of dissertation>

(title can be no more than 200 characters in length double spaced)

<Your full legal name here, double spaced after title>

A Dissertation Submitted to the Graduate Faculty of

GRAND VALLEY STATE UNIVERSITY

In

Partial Fulfillment of the Requirements

For the Degree of

<name of your degree here>

<your academic unit>

<Month of graduation> <Year of graduation>

Appendix H: Sample Table of Contents – Traditional Format

Table of Contents

Dedication	3
Acknowledgments	4
Preface	5
Abstract	6
List of Tables	7
List of Figures	8
Key to Symbols	9
Abbreviations	10
I. Introduction	11
II. Background/Review of Literature	13
Climate sequence of Upper Paleolithic	15
Europe	17
Paleoenvironment	20
Archaeology	23
Human Paleontology	25
North Africa	29
Paleoenvironment	31
Archaeology	34
Human Paleontology	37
III. Methods	45
Robusticity	49
Postcranial Robusticity in Pleistocene Hominids	53
Postcranial Robusticity within Homo Sapiens	57
Systemic Differences in Robusticity	62
IV. Materials	66
Early Modern Humans	71
Early Upper Paleolithic (EUP)	72
Later Upper Paleolithic (EUP)	75

Recent Humans	80
African Pygmies	83
North Africans—Libyan Saharan	85
Egyptians	91
East Africans	94
Alaskan Inuits	97
Jomon Japanese	101
V. Conclusion	109
Appendix A	115
Appendix B	123
Glossary	130
Bibliography	136
Index	149
Vita	155

Appendix I: Sample Table of Contents – Manuscript Format

Table of Contents

Dedication	3
Acknowledgements	4
Preface	5
Abstract	6
List of Tables	7
List of Figures	8
<u>Chapter 1 – Introduction to Dissertation</u>	
Introduction	9
Purpose	10
Scope	10
Assumptions	11
Hypothesis	11
Significance	12
Definitions	14
<u>Chapter 2 – Manuscript (in specific journal style)</u>	
Title Page	15
Abstract	16
Introduction	18
Methods	19
Results	24
Discussion	25

Acknowledgements	30
References	31
Figure Captions	34
Tables	35
Figures	37
 <u>Chapter 3 – Extended Literature Review and Methodology</u>	
Extended Literature Review	40
Introduction	40
Physiological Factors Associated with Fat Oxidation	47
Physiological Factors Associated with DIT	61
The Effects of Diet Composition on Fat Oxidation and DIT	64
Body Composition and Substrate Oxidation	72
Effects of Body Composition on Fat Oxidation	73
Body Composition and Diet Induced Thermogenesis	76
The Effects of Endurance Training on Fat Oxidation	77
The Effects of Endurance Exercise on DIT	82
The Effects of Resistance Training on Fat Oxidation	86
The Effects of Resistance Training on DIT	90
Summary of Literature Review	90
Additional Methodology	92
Research Design	92
Selection of Sample	93
Instruments and Equipment Used	93
Validity and Reliability	94
Collection of Data	95
Organization of Treatment Procedures	99
Data Analysis	100
Reference List	102
Appendices	135
Appendix A Informed Consent	135
Appendix B Medical History Questionnaire	139
Appendix C Training History Questionnaire	143
Appendix D HRRC Approval	145
Appendix E Plasma Glucose Analysis	147
Appendix F Serum Insulin Analysis	149
Appendix G Serum NEFA Analysis	151
Appendix H Recommended Diet List	153
Appendix I Raw Data	156

List of Tables

Chapter 2

Table 1. Physical Characteristics of Subjects	35
Table 2. Average of 3 d food records prior to treatments	36

List of Figures

Chapter 2

Figure 1. Fat Oxidation in Response to High Carbohydrate and High Fat Meals	37
Figure 2. Mean RER Value in Response to High Carbohydrate and High Fat Meal	38

Chapter 3

Figure 1 Transport of Fatty Acids from Vascular Space	52
Figure 2 The Curvilinear Relationship between VO_2max and DIT	86

Appendix J: Thesis Submission Agreement for ScholarWorks@GVSU



Grand Valley State University Libraries ScholarWorks@GVSU Institutional Repository

Thesis Submission Agreement

I agree to grant the Grand Valley State University Libraries the non-exclusive right to distribute my submitted thesis (“the Work”) over the Internet and make it part of ScholarWorks@GVSU.

I warrant as follows:

1. I hold the copyright to this work, and agree to permit this work to be posted in the ScholarWorks@GVSU institutional repository.
2. I understand that accepted works may be posted immediately as submitted, unless I request otherwise to the University Library.
3. I have read, understand, and agree to abide by the policies of the ScholarWorks@GVSU Institutional Repository.

Name of thesis:

Signature of author _____ Date: _____

Printed name of author:

Keywords: *(six descriptive words to describe the content of your thesis)*