

Guidelines for Preparing Field Project and Thesis Manuscripts in the Department of Exercise and Sport Sciences New Mexico Highlands University

Although the format for field projects and theses vary somewhat, the following guidelines are intended to help you prepare your manuscript for acceptance by the Exercise and Sport Sciences Department. It is your responsibility to conform your manuscript to the following guidelines. The ESS Department Chair is available to help you with issues related to format.

GENERAL REGULATIONS

Rights of the Author and the University

The department requires that one copy of your thesis manuscript be turned into the library, prior to graduation. One copy must also be turned into both the School of Education and the Department of Exercise and Sport Sciences. Additionally, members of the field project or thesis committee may also require a copy to be submitted to them prior to graduation. Certain original records and materials collected and used during your field project or thesis may be retained as the property of New Mexico Highlands University. Publication rights to the field project or thesis are reserved to you as the author.

Copyrighting

Copyrighting your field project or thesis is optional. You may copyright your unpublished manuscript through the Copyright Office of the Library of Congress (202)287-8700.

Remember: any quote or reproduced item in your field project or thesis from previously copyrighted material, beyond brief excerpts, is not acceptable without written permission from the copyright owner.

STEPS IN THE FIELD PROJECT/THESIS PROCESS

1. Selection of the field project/thesis chairperson and committee. Your chairperson should be someone knowledgeable about your area of interest. It is your responsibility to contact the tentative chairperson and ascertain whether the person is willing and able to serve as the chairperson for your field project/thesis. Three graduate faculty members should be chosen to serve on your committee. The following points will help you to select committee members:
 - a. Only full-time department graduate faculty can serve as chairpersons. If you do not know this information, please check with the department Graduate Coordinator.
 - b. The chairperson and one other committee member must be from the department graduate faculty. The third committee member must be from an

outside discipline. Faculty from ESS in other disciplines may be selected as the third committee member.

2. Prior to collecting data or undertaking specific research for the field project or thesis, a proposal must be formally approved (and signed) by all three members of the committee. A copy of this signed proposal must be submitted to the Dean of the College of Sciences and Mathematics. If later changes or revision occur in the research procedures, the student must obtain the approval for these changes from all members of the committee.
3. If the research study involves collecting information/data from human subjects, approval from the university's Institutional Review Board (IRB) must be obtained before data collection. Any data collected before IRB approval cannot be used and must be destroyed. For information on the IRB, contact the HPS Graduate Coordinator.
4. You may begin collecting data once your research proposal has been formally approved by your committee, and any necessary IRB approval has been granted.
5. The Oral Examination (defense of your field project/thesis) may be scheduled after midterm examinations of your final semester of coursework, or later. Please remember that all coursework for the Master of Arts degree should be completed within five year of the enrollment date into the graduate program. The oral examination should be scheduled a minimum of two weeks after the completed manuscript was given to all committee members, and you are approved for the Oral Examinations by the university. The following forms must be on file in the Department of Exercise Sciences before Oral Exams will be forwarded to the Graduate Office for approval:
 - a). Preliminary Request for Graduate Field Study/Thesis/Publishable Paper Committee Members
 - b). Graduate Thesis/Field Study Proposal
 - c). Request for Change of Graduate Field Study/Thesis/Publishable Paper Committee Members – if appropriate.
 - d). Request for Graduate Oral Examination
 - e). Field Project/Thesis Evaluation Form: turned in the day of your Oral Examinations.
6. After a successful oral examination, you must submit a finalized copy of your manuscript to the Chair of the Department of Exercise and Sport Sciences, for approval. Following chair approval, students must submit either 5 or 7 copies of their manuscript and money for manuscript binding to the department chair secretary, prior to graduation. Field projects require 5 copies: 1 for ESS, 1 for each member of the committee, and 1 for the student, theses require two additional copies for the Library.

PREPARING THE MANUSCRIPT

Paper

All pages in your manuscript must be on 8 ½ x 11 inch white paper. The paper may be 20 or 24 lb. Bond paper or copy machine paper.

Quality

The copies of your manuscript must be clean and free of spots or smudges. Uneven, streaked, or faint copies are unacceptable.

Margin

The following margins must be set for all pages in the manuscript:

Left Margin:	1 ½ inches
Right Margin:	1 inch
Top Margin:	1 inch
Bottom Margin:	1 inch

Page Numbering

Page numbering on the front matter must be centered at the bottom of the page (just below the one inch margin). All numbering of the Front Matter pages must be in Roman lower case numerals (i, ii, iii, etc.). Page numbering on all other manuscript pages must be in the upper right hand corner (down one inch from the top of the page, and just left from the right hand margin). The Title Page is not numbered. The Approval page and first page for each chapter are counted but not numbered.

Type

All manuscripts must be double-spaced and single-sided. However, if you have more than 60 references, this section may be single-spaced with a double space between each reference. Also, indented quotations may be single-spaced. A professional font must be used (e.g., Arial, Time Roman, New York, Courier, or Helvetica). Font size for all text must be 12 point and headings may not be larger than 14 point. Fonts for tables, figures, and appendices may range from 8 to 12 point. Print should be laser or letter quality.

Style

The current American Psychological Association (APA) format, or other approved format must be used in your field project or thesis manuscript. This format must be modified using the ESS department template. Please consult your chairperson or the ESS Department Chair to determine the most current APA format. Current APA Manuals are sold at many bookstores, including the NMHU Bookstore on campus.

FORMAT GUIDELINES

Field project and thesis manuscripts are divided into three sections: (a) the Front Matter, (b) the Text, and (c) the Reference Matter. Examples of the pages described below are located in the appendices of this manual.

The Front Matter

The Front Matter may contain the following ten sections: (a) Title Page, (b) Approval Page, (c) Copyright Page (optional), (d) Dedication Page, (e) Acknowledgment Page, (f) Abstract Page, (g) Table of Contents, (h) List of Figures (if applicable), (i) List of Tables (if applicable), and (j) List of Abbreviations (if applicable).

Title Page

This page contains the title of your field project or thesis, your name, your previous degrees (including your major (s), institutions, and years), the degree you will be receiving from NMHU, and the month and year of your expected graduation. This page is not counted or numbered.

Approval (Signature) Page

This page must be signed by each member of your committee, after your oral examination. Without this signature page, your manuscript will not be accepted. This page is counted, but not numbered.

Copyright Page (Optional)

If you copyrighted your field project or thesis, you must include this page. Please use the © symbol, rather than spelling out the word copyright. Number this page as “ii.”

Dedication Page

The Dedication Page is an optional page. If you decide to include this page, number it sequentially after the Copyright Page. If there is no Copyright Page, number it after the Title Page. The word, “Dedication” should be typed in capital letters, centered just below the top margin of the page.

Acknowledgment Page

The Acknowledgment Page is an optional page. If you decide to include this page, number it sequentially after the aforementioned pages. The word, “Acknowledgment” should be typed in capital letters, centered just below the top margin of the page.

Abstract Page

The first line on this page should be the title of your manuscript, your name, all degrees you have already earned, and the degree to be awarded. These top lines should be centered on the page, beginning just below the top margin. Double-spaced under these lines, center and type “ABSTRACT.” Double-space again and begin the text of your abstract. The first line of text should be indented five spaces and all text should be double-spaced.

Field Project and Thesis abstracts should be brief, including no more than 350 words. Number the Abstract page in appropriate sequence using lower-case Roman numerals.

Table of Contents

This page is counted and numbered in appropriate sequence using lower-case Roman numerals. If you included a List of Figures, List of Tables, or List of Abbreviations, they must be included in your Table of Contents. Also, if you have multiple Appendices, they must be included.

List of Figures (if applicable)

If your field project or thesis contains any figures, all must be included in this list. This page is numbered in sequential order.

List of Tables (if applicable)

If your field project or thesis contains any tables, all must be included in this list. This page is numbered in sequential order.

List of Abbreviations (if applicable)

If your field project or thesis contains any abbreviations, all must be included in this list. This page is numbered in sequential order.

The Text

The Text section contains your figures, tables, and chapters. Each chapter must begin on a new page and each new chapter page should be counted, but not numbered. Chapter one through the end of your manuscript must be paginated with an Arabic numeral, both sequentially and consistently (see Page Numbering section).

Figures

Figures may include diagrams, sketches, charts, drawings, photographs, etc. All copies of your field project or thesis should include originals of these figures (no photocopies). If reproductions must be used, all reproductions must be high-quality, with no smudges, streaks, or faint markings. Figures should be inserted into the text as near as possible to the text to which they relate. All figures should be noted in the text and must be numbered sequentially with Arabic numerals.

Each figure must appear with a caption, within the margin requirements of your field project or thesis. If captions are more than one line in length, they must be single-spaced. Colored material is acceptable, but must be included in all copies of your manuscript. If figures are photos or loose material, they must be attached to the page with permanent glue.

If your figure is larger than the margins and cannot be reduced to fit, it may be folded and inserted into a 6 ½' x 9 ' enveloped that is mounted on another sheet of paper, or folded into the manuscript from the right hand side.

Tables

Tables that are one half of a page or shorter in size should be placed on the page with text either on the top, bottom, or surrounding the table. Any table that is larger than ½ page should be placed on a separate page, following the page where the text refers to the table. The placement of tables should be consistent throughout the manuscript. Tables continuing to another page should be labeled (eg. Table 1 cont'd) at the top of the second page, before the table is continued. Oversized tables should be treated as oversized figures.

Chapter Subdivisions

The following Chapter subdivision must be made in your field project/thesis manuscript.

Chapter One: Introduction

- Purpose of the Study/Project
- Hypotheses/Research Questions
- Scope of the Study (Thesis only)
- Limitations
- Assumptions
- Definition of Terms
- Significance of the Study

Chapter Two: Literature Review

- Sub-sections are designated as needed

Chapter Three: Methods

- Setting
- Subjects
- Procedures
- Research/Project Design
- Statistical Analysis (if applicable)

Chapter Four: Results

- This section includes the results of your data collection. It should not contain any discussion or conclusions of these results. The results section must contain a result for each of your hypotheses or guiding questions.

Chapter Five: Discussion

- The results for each of your hypotheses or guiding questions should be discussed, relating your findings to previous research findings.

Chapter Six: Summary, Conclusions, Findings, and Recommendations

- Summary of Field Project or Thesis
- Conclusions (one conclusion for each hypothesis or guiding question)
- Findings (if applicable)
- Recommendations (if applicable)

The Reference Matter

The Reference Matter may include the following two sections: (a) Appendices, and (b) List of References.

Appendices

The section immediately after the main Text section is the appendices. This section should continue the sequential Arabic numbering of the Text. Appendices should contain information or material that is useful to your field project or thesis, but that is not essential in understanding the Text. For example, your Appendices may include raw data sheets, individual laboratory analyses, brochures that you have developed, etc. Data in the appendices should be useful data, which supports the information presented in the Text section of your manuscript. All Appendices must be references in the Text section.

All Appendices are separate subdivisions of the manuscript; therefore, each must be on a new page and must be listed under the Table of Contents.

List of References

Every field project or thesis must contain a List of References, showing the full bibliographic information about the sources, which were used to research your field project or thesis problem area. This section should contain only references, which are cited in the Text section. The first page of the List of References is counted, but not numbered. Page numbering follows the sequential Arabic numbering from the Appendices section.