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# Guide for Preparing Theses

(2005-06)

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### ***Introduction***

Congratulations on reaching this stage in your academic program. You are beginning preparation of your thesis for submission to GIAL. A Master's thesis may involve an extended review of the literature, a formulation and defense of some theoretical hypothesis, or the gathering and analysis of primary field data.

You should use this *Guide for Preparing Theses*, in conjunction with Kate Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, Sixth Edition, 1996. The order of precedence in establishing format and mechanical standards for GIAL theses is this *Guide*, then Turabian. That is, where there is a difference, this *Guide* takes precedence. Where this *Guide* is silent, refer to Turabian. Note, too, that different academic fields use different bibliographic formats. Use the format that is appropriate to your discipline.

#### **Do not use a previous thesis as the sole model for your thesis!**

Some useful resources for developing and writing your thesis are included at the end of these guidelines (*Reference Manuals*).

### ***Preliminary Advice***

Be realistic about the time you are willing or able to commit to the research project. It is not too early to be thinking about a timeline. Try to construct a rough draft start and finish time for (a) topic selection, (b) developing the proposal, (c) conducting the research, (d) drafting the thesis and (e) revising, defending and further revising the thesis. Granted, these will be rough estimates, but they will give a sense of the probably duration of the project. If the project will require more time that you are willing to give, you have a problem.

Plan your coursework to support your thesis topic. Discuss possible topics with your advisor very early in your time at GIAL to guide you in selecting courses.

Select your thesis committee chairperson early in the process. The chairperson is your ally. Spend time with him or her to clarify your plans. He or she will help you

through the process. If there is a difference of opinion among the members of your committee, your chairperson is your ally to resolve that difference.

If you plan to collect field data, discuss your plans with your chairperson. We advise you not to enroll for thesis credit until you begin writing your thesis. You should submit at least a draft of your thesis proposal before doing field research to get guidance in your fieldwork.

### ***Meaning and Scope of a Thesis***

A thesis represents either original research or a new synthesis of material in the literature. Original research analyzes and describes new material, proposing and testing a hypothesis. The thesis relates the hypothesis or hypotheses to earlier conclusions by scholars.

The goals of a thesis are to:

- identify significant problems;
- investigate that problem, first through a literature review and critique then by appropriate research methodology;
- analyze and synthesize the findings;
- relate the findings to concepts and issues in the literature; and
- convincingly and objectively communicate conclusions and implications in clear prose. This implies accuracy and honesty, building your conclusions on facts. Address all relevant data, including that which is problematic to your hypothesis. Be self-critical and logical.

Typically, a thesis will fall between 100 and 250 pages in length.

### ***Developing a Thesis Topic***

The following, ordered, recommendations should guide you in developing a thesis topic.

- 1) Explore topics that interest you. Do not be overly influenced by what you think others might want you to research. You must decide for yourself what to study; you are the one who will be living with it for the next few years. This is particularly true if you are doing research related to the research program of your advisor.
- 2) Describe the focus of the problem to investigate or the data to analyze. State the boundaries. Avoid the temptation to be too broad. A broader topic might sound better, but will probably prove to be un-doable.

- 3) State your research question(s) or hypothesis / hypotheses.
- 4) The topic should allow for substantial objective conclusions.
- 5) Identify problems to be surmounted in working on this topic.
- 6) Identify alternative hypotheses that might explain the anticipated findings.
- 7) Decide on the methodology for conducting the research or applying the theory to the problem.

### ***Choosing a Title***

Thoroughly discuss with your chairperson an appropriate title for your thesis. Retrieval systems use the words in the title, and occasionally other descriptive words, to locate your work. The title must be a meaningful description of the contents of your thesis. At the same time, the title must not exceed 15 words. Here are some things to remember:

- Avoid ambiguous words;
- Locate the most important words near the beginning of the title; and
- Include key words to help researchers find your thesis.

### ***Thesis Proposal***

The thesis proposal is to be short, typically between three and fifteen pages, depending on the nature of your topic. Early in your studies, you may choose to do a draft proposal to guide in your initial research. You should complete the formal proposal **no later than** the first bimester in which you register for thesis credits, preferably earlier in your studies. Submit to the academic dean a completed *Thesis Proposal Approval* form, signed by the members of your committee.

Work with your thesis chairperson to determine the specifics of your proposal. Typically, a proposal includes the following components.

**Problem Statement.** Describe the nature of the problem stating specifically what you want to accomplish. This gives direction to the study. It may be descriptive, classificatory or historical; it may be evaluative, quantitative, or qualitative; it may explain a phenomenon; or it may demonstrate a process.

Here are some points to check:

- Does the problem statement address itself to *what* is being done in this study?
- Is the statement sufficiently specific that the reader will easily understand?

- Is the statement concise?

**Purpose Statement.** The Problem Statement addressed *what* is being done by the study. The Purpose Statement tells *why* the study is being done. This statement answers two general questions: (a) “How can the **researcher** use the results of this study?” and (b) “How can the **profession** use the results of this study?”

Here are some points to check:

- Does the purpose statement address *why* the study is being done?
- Is the purpose directly related to the problem?
- Is the statement concise?

**Literature Review.** Reviewing the literature at the proposal stage will clarify what the current questions are for the topic you are considering. This will tell you what methodologies other scholars have used and who the eminent scholars are. It will show what research is needed.

Here are some points to check:

- Are the persons cited considered experts in the field?
- Is the need for the research based on a number of different sources or a limited number of sources?
- Have other researchers addressed the area you are researching? If so, what were their conclusions? What affect does that have on the need for your research?
- Are there quotations that express a need to research the area you identified?
- What variables did other researchers identify?

**Hypothesis or Elements.** A “hypothesis” is “...a suggested solution to a problem or ... the relationship of specified variables.” (Mauch & Birch, 1998:101) There are three essential characteristics of a well-formed hypothesis.

*Construct validity.* Present the reasons, experiences, theories or previous research that support the hypothesis.

*Testable.* A hypothesis is a proposition that can be put to an empirical test. To indicate that the hypothesis is true you must show that a contradictory hypothesis – the null hypothesis – is not true. Show by empirical evidence a relationship between variables. If none exists, the data represent mere coincidence.

*Relevant.* The hypothesis focuses on the problem you are investigating. It must answer all or part of the issues being investigated.

Descriptive and historical studies often do not involve a hypothesis. They may involves questions to be answered or a description and classification. For example,

analysis of language or cultural phenomena may not entail a hypothesis. For such studies, your proposal should research questions or elements to be studied. “Elements” are the specific parts of the problem to be studied.

**Scope.** Limit your research to a doable scope given the time and resources available. Be specific about the goal or hypothesis, making sure that you will be able to know when the research has reached the goal. Do not make the problem so broad you cannot discuss it in one thesis. If your topic sounds like a subheading in an encyclopedia article (e.g., “Austronesian languages”), it is probably too broad. Narrow the topic to something like “The transitivity system of Fijian.” (See Booth *et al*, 1995:37-38)

**Methodology.** Match your methodology to the theoretical or hypothetical propositions under scrutiny. See Mauch and Birch (1998:115f) for a discussion of types of methodologies. Choose your methodology wisely.

Specify the population from which the subjects for your study will be selected and tell how you will select the subjects. Specify what type of data you will collect for your topic. Some types of data you might collect are case studies, cultural data, language texts, other language data, or phenomena undergoing change processes. Will your data be nominal, ordinal, ratio or interval (or a combination)?

Specify how you will collect the data – interviews, survey, testing instruments, texts, historical documents, etc.

If your research will involve people as the subject(s) or source(s) of your research, discuss this with your thesis chairperson and the chair of the Human Subjects Research Committee. Read *GIAL Policies and Procedures on Human Subjects Research and Implications of the Federal Policy on Human Subjects Research for GIAL Faculty and Students*. There is a line on the *Thesis Proposal Approval* form for the chairperson of the Human Subjects Research Committee to sign. You will be required to make adjustments to your methodology that are recommended by that committee.

**Data Processing.** How you process your data will depend on the nature of the data and the problem you are analyzing or describing. Specify in your proposal how you plan to process the data you collect.

A well-written proposal will give you a rough draft of the first three chapters of your thesis. You have a draft of the problem statement (usually chapter 1), of the literature review (chapter 2) and of your research methodology (chapter 3).

An approved thesis proposal is basically a fishing license. Your committee is telling you that you have a reasonable foundation and methodology to start your research. At the same time, the committee members recognize that unforeseen circumstances will necessitate some mid-stream corrections. Maintain communication with your committee chairperson to reduce the number of surprises.

### *Order of Thesis Research and Defense*

Following are general guidelines for developing your thesis. If you plan to collect field data for your thesis, you should complete at least steps 1-8 below before leaving campus to do your field research.

- 1) Select thesis committee chairperson, listing his or her name on your approved Plan of Study on file with the registrar.
  - 2) Discuss potential topics with your chairperson.
  - 3) Obtain tentative approval by your chairperson for your topic.
  - 4) Select the other members of your committee, listing their names on your approved Plan of Study on file with the registrar, if you failed to obtain their signatures when you filed the Plan of Study.
  - 5) Draft your thesis proposal; obtaining approval by your chairperson of the draft.
  - 6) Obtain approval of your research methodology by the Human Subjects Research Committee.
  - 7) Obtain approval of your proposal by your committee, submitting the completed *Thesis Proposal Approval* form to the academic dean.
  - 8) Prepare a writing timetable, including critical dates, if not part of your proposal. **(If you plan to do field research all of the above should be completed before leaving campus.)**
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- 9) Begin study.
  - 10) Submit progress reports to your chairperson and committee, being prepared to make necessary adjustments to your study procedure.
  - 11) Decide with your committee whether you will submit drafts of each chapter or if you will present the full thesis as a single document.
  - 12) Write a first draft of your thesis. Follow the style and format guidelines established by GIAL.
  - 13) Review the draft with your chairperson for corrections.
  - 14) Submit corrected first draft to your committee.
  - 15) Have individual consultation with each committee member.
  - 16) Work with your chairperson to integrate committee members' comments.
  - 17) When the committee agrees that you are ready, schedule a time and location for your defense, submitting the form to the academic dean.

- 18) While it is not required, you may submit a couple of chapters to the academic dean for a preliminary mechanical check. This can be either before or after the defense.
- 19) Oral defense.
- 20) Make any corrections required by your committee.
- 21) Submit your thesis to the committee (or just the chairperson) for final approval and signature.
- 22) Submit the required school copies to the academic dean by the published deadline. A mechanical check will be made of these copies. You will be required to make any necessary changes arising from the mechanical check before your thesis is accepted.

### ***Thesis Committee Composition***

The thesis committee normally includes three members of the GIAL faculty, either regular or adjunct, who hold terminal degrees. In unusual circumstances, where you cannot find three appropriately-qualified committee members among the GIAL faculty, you may petition the committee chairperson and the academic dean to substitute an appropriately qualified non-faculty member as the third member of the committee, with the first two members being GIAL faculty. If you desire to add a fourth member to your committee who does not meet these criteria, secure the approval of your committee chairperson and the academic dean to add that person to your committee.

The names of all your committee members must appear on your approved Plan of Study that is on file with the registrar.

### ***Language and Usage***

We encourage you to consult reliable guides to English usage if you need help in deciding questions of grammar, sentence structure, style, etc. The *Harbrace College Handbook*, by John C. Hodges, *et al* (1998), is helpful. *The Elements of Style*, by Strunk and White (1979), and *Style: Toward Clarity and Grace*, by Williams (1990), are valuable as general guides to good writing.

### **Personal Titles**

Titles such as *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *Dean*, and *Professor* are ordinarily not used in the text of the thesis.

### **General Matters of Usage**

An academic thesis is the work of one person, its author. Therefore, when referring to yourself use the pronoun *I*. Avoid using *we* unless the persons included are

clearly identified. Style manuals often caution against overusing the first-person pronoun, *I*. This is generally good advice, but substituting the editorial *we* is never a satisfactory alternative. Judicious use of *I* will resolve most of these difficulties. Use of first-person plural pronouns may be appropriate when you are figuratively leading the reader through a process of logical reasoning (e.g., “We begin by placing the segment...”).

A thesis presents a completed argument or project, as distinguished from a thesis proposal, so you should avoid future tense when referring to procedure and method (e.g., “This thesis will consist of five chapters...”). Present or present perfect tense serve better in such contexts (e.g., “This thesis consists of five chapters...”).

An argument or a study is not a human being and should not be spoken of as though it possessed human capabilities. The editors of the *APA Publication Manual* explain that, “An experiment cannot attempt to demonstrate, control unwanted variables, or interpret findings, nor can variables or figures *compare* (all of these can, however, *show* or *indicate*)” (1994:30). Judicious use of *I* can avoid such illogical statements, as well as acknowledging accountability for the results and conclusions.

Your language should be clear and unambiguous. Avoid using standard terminology with an area of meaning that is unique to you. Also, using alternate words for the same idea may be popular in novels, but it leads to ambiguity in theses. Select key phrases for each idea and stick to them throughout your thesis. This will help your reader.

Make sure that your conclusion chapter really has conclusions and implications. Do not simply restate your findings. Bear in mind the question, “So what?” Help the reader understand what your findings mean. Clarify the key conclusions to be drawn from your research.

If you include suggestions for further research, ensure that your suggestions genuinely emanate from your research. Do not just make suggestions that you could have made without even having done your research.

### ***Thesis Defense***

Schedule your thesis defense only after all your committee members agree that you are ready. After every member of your committee has given approval, and at least 15 days before the proposed date of the defense, schedule the date, time and venue with the academic dean’s office. Reserve the venue for two hours. At least two weeks before the defense submit a final, defense copy of your thesis to each committee member.

The defense is public; you may invite anyone whom you desire to be there. The defense will probably involve you giving a brief presentation of your research followed by questions from the committee members.

You will benefit by attending one or two defenses before your own. This will show you interactions, strategies, procedures, etc. Pay attention to what you like, what to avoid and what could be improved.

### ***Thesis Approval***

Acceptance of your thesis is based on the quality of your written thesis, not on your performance at the defense. Three outcomes are possible, usually reached by consensus among the committee members. The three possible outcomes are: (a) unconditional pass; (b) pass with conditions; or (c) fail.

If you receive a “pass with conditions,” the committee may require you to rewrite substantial portions of the thesis. Each committee member has the right to review the required changes before signing the approval form. Alternatively, they may sign at the time of the defense, delegating responsibility for the final check to the chairperson.

If you receive a “fail,” you will not be permitted to graduate or receive the Master’s degree. If circumstances warrant, a student who has been dropped from the program due to receiving a fail on the thesis may petition for a second defense after substantial re-working of the thesis.

Work with your supervising committee to produce your thesis. Once you have incorporated all the changes they require, have defended the thesis and have secured their permission to print it, obtain the signatures of your committee members on the *Thesis Approval Sheet*. Before you print the required copies, you may bring a sample of one or two chapters to the Dean of Academic Affairs for a check of the format and mechanical specifications. Although GIAL will provide the service of this mechanical check, it is your responsibility to follow the specifications outlined in these guidelines.

**Required Copies.** You must submit two complete, unbound copies of your thesis to the Dean of Academic Affairs.<sup>1</sup> Both copies must be submitted AT LEAST six (6) working days before the end of the bimester in which you will graduate. You should submit your thesis in covered boxes. Affix to each box a typed label with the following information:

- student's full name;
- the complete name of the degree and major (e.g., Master of Arts with major in Language Development);
- the complete and correct title of the thesis;
- the month and year of graduation; and

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<sup>1</sup> If you choose to have GIAL send in the copyright registration material on your behalf, you must submit one additional copy of your thesis, with the appropriate binding and copyright registration fees. See *Copyright* (page 18).

- the number of the copy (i.e., Required Copy 1, Required Copy 2).

We will check your final copies for missing pages, poor or dirty pages, visible corrections, etc. If we find problems, we will require you to make all necessary corrections before you graduate. Please note that this check does not include proofreading for spelling, grammar, etc., although we may draw your attention to errors that we notice while doing the check.

Do not wait until the last minute to secure approval by your committee or the academic dean. Allow sufficient time to make required corrections and adjustments. If no corrections or adjustments are required, there is no harm in receiving approval before the deadline. If corrections or adjustments are required and you have not allowed sufficient time, graduation and awarding the degree may be delayed.

The required copies that you submit to GIAL must meet all specified paper and duplication requirements, all form and format standards, and must not be punched or bound in any way.

It is your responsibility to produce and bind any complimentary copies for the members of your committee. Please note that your employer or sponsoring organization may require you to give them a bound copy of your thesis. Check with them regarding their expectations. If they require one or more copies, it is your responsibility to produce and bind those copies according to their specifications.

### ***Paper Requirements***

The required copies of master's theses submitted to GIAL must be presented on high-quality 8½ x 11 inch, white "acid-free" or pH neutral bond paper in twenty (20) pound weight, containing 25% or more cotton content. This paper is required to give adequate permanence for long-term library use. Erasable, onionskin, and continuous-form computer paper are not acceptable.

### ***Style Requirements***

The style used throughout the thesis must be consistent with this guide, except where otherwise noted. Textual or other material must be on only one side of each sheet of paper.

**Name.** Your name on the thesis must match your name on your transcript and other official GIAL records.

**Footnotes.** Use footnotes (on the bottom of the page) rather than endnotes (at the end of the chapter or thesis). Since linguistics and anthropology use different formats for

citations and references, discuss with your committee the format for your citations, footnotes and bibliographic entries, consistent with the guidelines in Turabian.

**Bibliography.** Since the term *bibliography* is commonly used to refer to different kinds of book lists, terms such as *works cited*, *references*, *references cited*, or *works consulted* are often more accurate headings than is the term *bibliography*. A bibliography or a selected bibliography may include works cited as well as other readings. A list of works consulted may include works cited as well as other works germane to a particular topic. A reference list or references cited generally includes works that specifically document or support the argument of that particular thesis, i.e., only works that were specifically cited. Discuss with your committee what you will include in your list and therefore call it.

Check citations and references very carefully for accuracy. Be sure that your References Cited (or Bibliography) section is properly organized and consistent throughout. Avoid ‘widows’ and ‘orphans’ in your bibliography entries by ensuring that each entry is complete on a given page and not divided by a page break.

### ***Format Requirements***

#### **Abstract**

The word ABSTRACT should appear in all capitals, 2 inches from the top of the sheet, followed by 0.5 to 0.75 inch. The Abstract should be double-spaced, containing no more than 150 words. Numbers should be counted as words. Hyphenated words count as two words; acronyms, initials and abbreviations count as words. Do not use illustrative material, e.g., tables or charts, in the Abstract. The Abstract page should include your full name, the kind of degree, the date the degree will be conferred, the full name of the school, and your thesis chairperson’s name. Include in your abstract pertinent place names, names of persons, language names, and other proper nouns that will help researchers identify the relevance of your thesis to their research. If the thesis title will take more than one line, center the title, double-spaced in inverted pyramid form.

#### **Acknowledgment**

GIAL permits one page of acknowledgments, if you wish to include one. The diction and contents of any acknowledgments must be restrained and appropriate to scholarly work. The word ACKNOWLEDGMENT (or ACKNOWLEDGMENTS, if appropriate) should appear in all capitals, 2 inches from the top of the sheet, followed by a triple space, and the page numbered appropriately (Cf., *Page Numbering*).

## Margins

The basic margins for the body of the thesis are 1.5 inches on the left and at the top of the page. Right and bottom margins are 1 inch. The top margin is measured to the first line of text or sub-heading, and the bottom to the last line of text.

For pages bearing major headings, including tables of contents, lists of tables and/or lists of figures, and the head pages of chapters, bibliography, etc., margins are 2 inches at the top, 1.5 inches on the left, and one inch on the right and at the bottom. Top and bottom margins are measured to the first and last lines of type.

Note that the right and left margins remain 1 inch and 1.5 inches respectively throughout your document, including pages bearing your abstract, title page, table of contents, and all other pages.

### **Summary of Margin Requirements**

Margins for each page carrying a major heading (e.g., ACKNOWLEDGMENTS, CHAPTER, TABLE OF CONTENTS, BIBLIOGRAPHY) where the top margin should be two inches:

**Left:** 1.5 inches

**Right:** 1 inch

**Top:** 2 inches

**Bottom:** 1 inch.

Margins in the body of the thesis should be:

**Left:** 1.5 inches

**Right:** 1 inch

**Top:** 1.5 inches

**Bottom:** 1 inch.

No exceptions are made for the margin standards. You would do well to keep these margins in mind when preparing questionnaires, letters, graphs or other documents that you will incorporate into your thesis.

The final copies that you submit to the school may have either a ragged right margin or a justified right margin. Your committee may request ragged right margin on all working copies during the writing and editing process. Discuss this with your committee.

## Page Numbering

The Thesis Approval Sheet, Title Page, Copyright Page, Duplication Release, and Abstract pages are numbered, but the page number is not printed. Therefore, the Dedication page will be the first page with a printed page number (*vi* in lower-case Roman numerals, if you include all optional pages). Numbering will continue with lower-case Roman numerals until the first text page of the body. Front matter on which page

numbers are printed in Roman numerals includes: Dedication, Acknowledgment, Table of Contents, List of Tables, List of Figures, List of Maps, and List of Abbreviations.

All pages of the body of the thesis, including chapter title pages, section-dividing pages, appendices, etc. and continuing to the final page (except the final flyleaf), must be consecutively numbered with Arabic numerals. The first page of the body is page '1'.

### **Placement of Page Numbers**

Page numbering in the body of the thesis is to be in the top right corner, 1 inch from the right edge of the sheet and 1 inch from the top edge of the sheet. Exceptions are the first page of each new chapter or major division and the first pages of the Appendices, Glossary, Bibliography, Index and Vita. Page numbers for these exceptions are centered, 0.5 inch from the bottom edge of the paper. Front matter, on which page numbers are in Roman numerals, have the page number centered, 0.5 inch from the bottom edge of the paper. The page number should not vary from page to page except for the variations noted above.

### **Spacing**

Text must be double-spaced throughout, with only the exceptions listed below. Indent the first line of each paragraph 0.5 inch. The Bibliography should be single spaced within each bibliographic reference and double-spaced between references. The Table of Contents, List of Tables, and List of Figures may be single-spaced if necessary to conserve space.

Quotations longer than four lines of text should be in block-quote form (single spaced, indented 0.25 inch on both left and right, with no quotation marks except for quotations or dialogue within the block quote).

### **Tables, Figures, and Diagrams**

Where possible, special matter (e.g., tables, figures, and diagrams) are to be incorporated into the body of the text. Place the special matter after the point in the text that refers to it, and as close to the reference as felicitous formatting will permit. Label lines on graphs by labels or symbols rather than by colors. Identify shaded areas with cross-hatching rather than color.

If a table is sufficiently wide that it must be inserted in landscape format, the page number must still appear in the top right corner of the page when viewed in portrait orientation. Unfortunately, Word does not have an elegant way to have a table in landscape and the page number in portrait. Here are two "work-arounds," if it is essential to maintain the table in landscape orientation.

### *Text Orientation*

Create a blank table with the same number of columns as there are rows in the original, and the same number of rows as there are columns in the original. For example, if the original table has 15 rows and 5 columns, the blank table you create will have 15 columns and 5 rows.

Format the Text Orientation to read from bottom to top

Enter the column headings along the left side of the table and enter the row labels along the bottom. You will probably need to format the column width and row height to make the table aesthetically pleasing. Enter the data in the appropriate cells of the table.

Highlight the full table, then insert the caption so that your List of Tables will include this table.

### *Insert as a Graphic*

Create the table in a separate file, either Word or some other program, and format it as you want it to appear.

Copy and Paste the table into a program like Paintbrush or other similar program. Rotate the image and save it as a graphic file (e.g., .bmp or .gif).

In your thesis file, at the place where you wish to insert the table, insert the graphic that you just created. Resize as necessary, then insert the caption so it will appear in your List of Tables.

### **Type**

The type size should be 12 point (10 cpi) in Times New Roman (for serif) or Arial (for sans serif). Type up to 14 pt may be used for titles and headings. In no case should you use type larger than 14 pt. Novelty styles are not acceptable. Small type may be used ONLY for large tables in order to keep within margin guidelines. Please remember, though, that small type will not reproduce well. The typeface of all tables and figure captions must be consistent with that of the body of the text. Tables may continue from one page to the next or be presented vertically on the page as space dictates. Give full source citation for all borrowed material in tables and figures. Diacritics and IPA symbols may not be hand executed; use the appropriate font. Statistical symbols (*N*, *p*, *R*, etc.) are generally italicized or underlined both in tables and text. Be consistent throughout your thesis in your use of *italics* and **boldface** for emphasis, citing linguistic forms, bibliographic references, etc. Discuss with your committee the guidelines that you will follow. You may find it helpful to create your own style sheet, keeping that before you as you write and revise your thesis.

## ***Special Problems***

### **Use of Copyrighted Material**

GIAL discourages the inclusion of copyrighted material (e.g., printed tests, reprints of copyrighted articles, etc.) in the appendix. Such published material is usually available to the reader. In addition, use of that material without the permission from the copyright holder is a violation of copyright law.

GIAL assumes no responsibility for direct quotations you use without permission. You are responsible to ensure that you have not violated the intellectual property rights of others by your thesis. You are responsible to obtain written permission from the copyright holder, and must include the proper copyright notice (e.g., “Copyright 2001 by John Doe. Used by permission.”) at the bottom of the first page of the copyrighted material. A valuable resource you should read is *Copyright Law & Graduate Research* by Kenneth D. Crews, available online at [www.umi.com/hp/Support/DServices/copyright](http://www.umi.com/hp/Support/DServices/copyright).

You are also responsible to provide GIAL copies of all necessary permissions as part of filing your thesis with the school.

### **Photographs**

Black and white photographs may be included in the thesis provided you observe the appropriate page margins. Dry-mounting tissue or permanent photographic adhesive, available at photographic supply stores, must be used for mounting photographs, as needed. Do not use glue or rubber cement, as these will eventually dry, leaving your photographs loose and subject to being lost. Color photographs and photocopies of photographs are not acceptable. Color photographs should be reprinted in black and white by a photo lab.

An alternative is to have halftone prints made from your photographs. Good quality halftone prints, which can be made by many quick-copy shops and printers, may be photocopied for use in your thesis, thus eliminating the need to mount photographs.

The best alternative for photographs not taken on a digital camera may be to scan them. Because of differences in equipment and resulting quality, submit a sample to your chairperson, labeled with your name and relevant information about the scanner (type, dpi). Restrict scanned or digital photographs to black and white rather than color.

### **Illustrations**

All illustrative material is to be thesis quality. If illustrative material must be hand-drawn, it should be neatly executed, and labeled in the appropriate typeface. Avoid using colors in your illustrations. Use labels and crosshatching instead. Computer

generated illustrations must be clear and legible. The typeface and type size should conform to the rest of the thesis.

### **Extra Large Pages**

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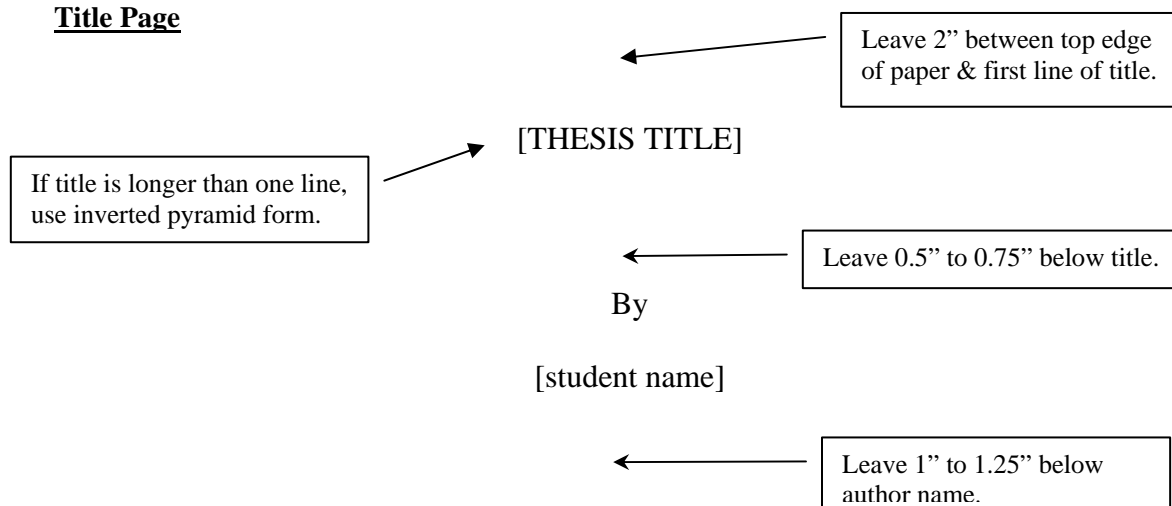
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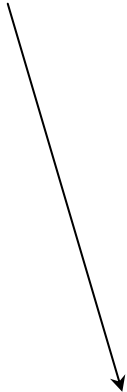
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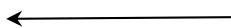
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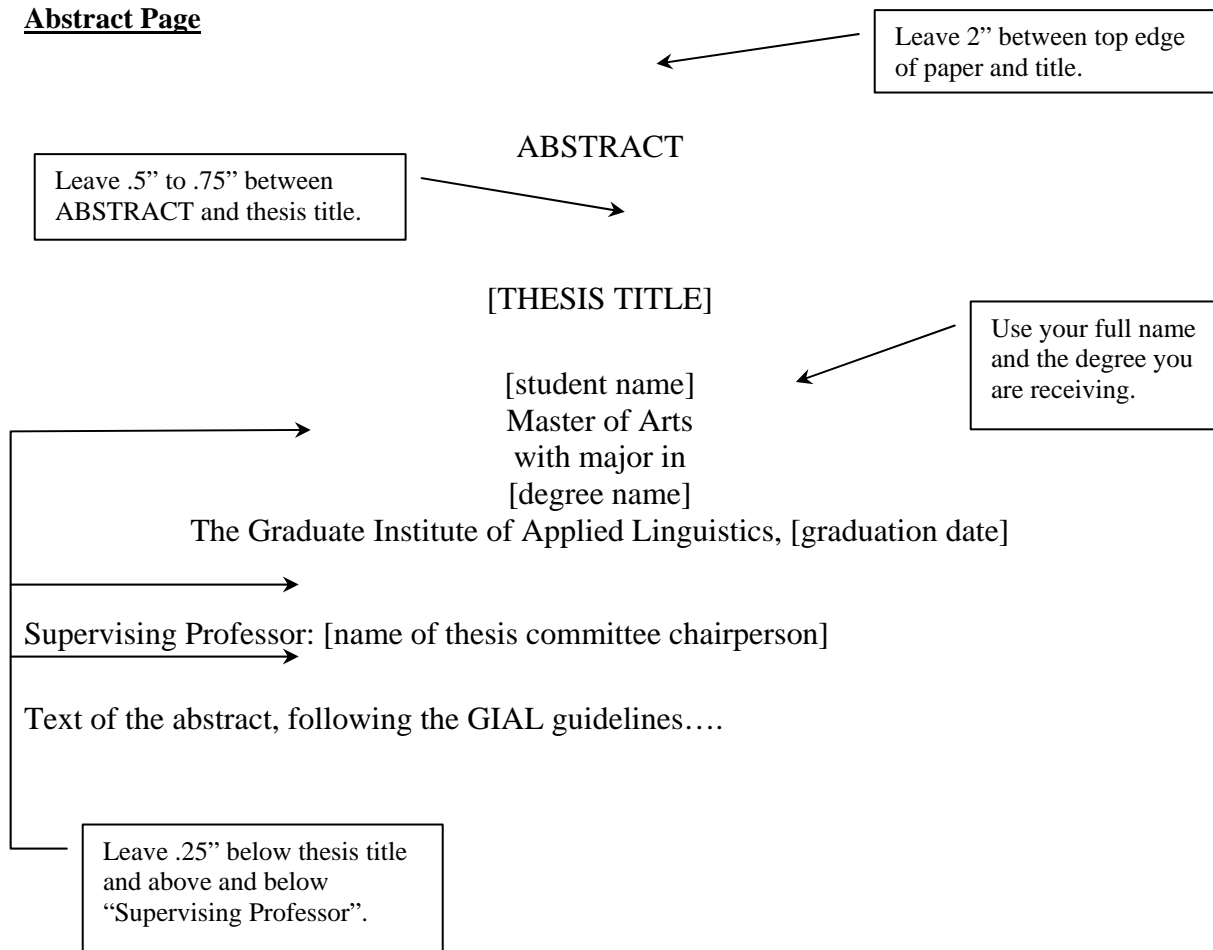
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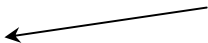
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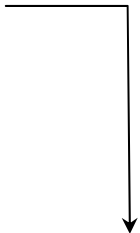
This thesis could not have been written without the help of my mentor, Dr. Smart Professor, who encouraged and challenged me throughout the process of researching and writing this thesis. He and the other members of my committee, Dr. Cultural Anthropologist and Dr. A. Plied Linguist, guided me through the process and never accepted anything other than my best. I thank them.

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University of Chicago. *The Chicago Manual of Style*. (15<sup>th</sup> ed.). Chicago: University of Chicago Press, 2003. [This is the oldest and most comprehensive of American style manuals. Any question other style manuals do not answer will likely be answered here.]

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