

Eastern Washington University

# MASTER'S THESIS GUIDELINES



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Eastern Washington University - Graduate Affairs Council

Graduate Programs Office  
206 Showalter Hall  
509.359.6297  
[www.ewu.edu/grad](http://www.ewu.edu/grad)  
[gradprograms@ewu.edu](mailto:gradprograms@ewu.edu)

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# THESIS GUIDE OF REGULATIONS & GUIDELINES

*This guide contains general information. Please consult with your thesis committee for departmental guidelines and additional information.*

The thesis guidelines provided here are designed to help you in the preparation of a thesis to meet partial requirements for a master's degree. No departmental regulation may take precedence over the general thesis requirements (**Section 4**). However, specific departments may have other requirements or regulations on format and style. Regardless of which styles manual is being followed, consistent style is essential.

These guidelines also provide general suggestions on handling common problems in thesis preparation.

**The academic quality and correct formatting of the written presentation are the responsibility of you and your committee. By signing the final Comprehensive Examination Form, each committee member is certifying that the thesis is of acceptable quality both academically and stylistically.**

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## **NOTICE :**

**It is no longer a requirement of Graduate Programs for students to submit hard copies of theses to be bound.**

*\*Certain departments may require students to submit a thesis to be bound.*

*Please check with your department to see if this is a requirement for you.  
If so, then you will be required to also adhere to the requirements in Section 9 – page 21.*

## **SECTION 1: THESIS OPTION**

A thesis is an integral part of the scholarly achievement of master's degree candidates in many graduate programs at Eastern Washington University. Approved theses become part of the EWU Digital Commons Institutional Repository.

Before beginning a major effort on your thesis, you must meet with your Committee Chair to determine the style manual required by your department, the scope of study, the procedure to be used (methodology), and determine if you will be collecting data from human subjects which will require an IRB (Institutional Review Board for Human Subjects Research) to be filed with the University.

**If you are working on a thesis you will need to enroll in 600. *\*Please note if a 600 appears on your transcript you are required to submit a thesis before a degree can be awarded.***

If you begin a thesis and decide later that you would like to do a research project instead you must notify Graduate Programs as soon as possible.

## **SECTION 2: USE OF HUMAN SUBJECTS APPROVAL PROCESS**

The University has policies and procedures in place to ensure that individuals conducting research, including graduate students, comply with applicable federal regulations and/or state laws governing the use of human subjects, the care and use of animals, significant financial interest disclosure, scientific misconduct, intellectual property and copyrights. If your research is affected by any of the above, you must obtain University approval prior to initiating the research by submitting an Application for IRB Review. Further information and application materials for institutional review and research are available from the Office of Grants and Research Development, Showalter Hall 210B. The office can also be reached by phone at 509.359.6567 or by email at [grants@ewu.edu](mailto:grants@ewu.edu). **An approved IRB must be on file with Graduate Programs before you can begin your research. A lack of an IRB can invalidate research.**

## **SECTION 3: SELECTION OF THESIS/ORAL COMPREHENSIVE EXAM COMMITTEE**

Every year, each academic department or program nominates faculty for designation as graduate faculty.

Nominees are reviewed by the Director of Graduate Programs. Final selection of graduate faculty is a formal process based on scholarship, area of interest, and peer review. Your Graduate Program Advisors and/or Department Chair can assist you with recommendations for committee selection.

The selection of Thesis/Oral Comprehensive Examination committee members is an important component of a graduate student education. Committee members take a leading role in assuring the quality of the research and of the document produced by students. Selection of thesis members should be primarily based on the expertise they can contribute to the research and writing of the thesis. A graduate student's

thesis reflects on the academic unit, the individual faculty members serving on the committee, and on Graduate Programs at Eastern.

Your thesis/oral comprehensive exam committee will consist of three members. You are responsible for selecting a Graduate Committee Chair and a graduate faculty Second Committee Member. Unless your department assigns your own third committee members, Graduate Programs will randomly select your third committee member. You will be notified in your final term of the faculty selected to serve as your third member.

#### **SECTION 4: GENERAL THESIS REQUIREMENTS**

- **Title Page**
- **Signature Page**
- **Main Content that is determined in consultation with the thesis committee chair**
- **Formatting that is suitable for chosen style**
- **Vita**
- **Electronic Submission of thesis to Graduate Programs**

#### **SECTION 5: SECTION DESCRIPTIONS**

- a. **Title Page:** A title page must be included in the thesis. The student's full legal name is required on the title page. A sample title page is shown in Section 6. The format illustrated must be *precisely* followed. Note that title is presented in inverted pyramid style and no page number appears, though it is page i of the thesis.
- b. **Signature Page:** The signature page must be part of the thesis and should bear the signatures of all your committee members, however only the committee chair and second committee members are required. *If you have a signature line for all three committee members then all three committee members must sign.* A blank line on the signature page will not be accepted. Place committee members' names underneath the signature lines. Committee members should sign only when they are satisfied that the thesis meets the standards of the university. A sample page is shown in **Section 6**. The format illustrated must be followed *precisely* or it will be redone. **This page MUST have original signatures.**
- c. **Abstract (optional):** An abstract should be no more than 350 words or less. The abstract is a condensed summary of the paper and includes, within the 350-word limit, a description of the research and significant results.

- d. **Acknowledgments/Introduction (optional):** There are no length requirements or restrictions. This page is optional. Please remember that the purpose of this page is to recognize those who most contributed to the research and writing of the document. The language used in the acknowledgment should be consistent with that used in acknowledgments in journal articles in your field. The manuscript is an academic document. This is not the appropriate place to thank friends, relatives, or companion animals that had nothing to do with the content or research.
- e. **Table of Contents (optional):** The table of contents lists chapters and other main divisions (first-order subheadings, references/endnotes, and appendixes). The title of each entry and chapter numbering method must correspond exactly to that within the main body of thesis. Page numbers must be specified for all the listings. Do not list "Table of Contents" in the body of the Table of Contents. Also, do not list the first three preliminary pages in the Table of Contents. The first item listed in the Table of Contents is the abstract (if included), then the acknowledgments page (which is optional), etc. Any List of Tables and/or a List of Figures should be included in the Table of Contents.
- f. **List of Tables/Figures:** Although a list of tables and/or figures are not required in all theses, they must be included if you have more than two tables and/or two figures.
- g. **Main Content:** The final content, academic quality, and correct style and formatting rests with you and your graduate committee.
- h. **References:** Formatting of references and citations should follow your style guide. References cited in the text must appear in the references list (including personal communications); conversely, each entry in the reference list must be cited in the text. Do not include works in the reference list that you have not cited in the text. Regardless of style selected, direct quotes cited in the text must include page citations.
- i. **Appendixes as needed**
- j. **Vita:** Your Vita is required. Please see the example in **Section 6**.

## **SECTION 6: SAMPLE PAGES**

The following eight pages are examples of how the pages and page numbering should look for your thesis.

THE RELATIONSHIP BETWEEN REWARD AND PUNISHMENT:  
AVOIDANCE ORIENTATIONS AND INTELLIGENCE

---

A Thesis  
Presented To  
Eastern Washington University  
Cheney, Washington

---

In Partial Fulfillment of the Requirements  
for the Degree  
Specify Degree (Master of Science, Master of Arts, etc.) in Specify Program (Creative Writing,  
Education, etc.)

---

By  
Mary G. Smith  
(student name)  
Spring 2017  
(Term & Year)

*Note\*: Do not copy this page for use in a thesis.  
You must produce this page in the same font/style used in the rest of your document.*

THESIS OF (your name) APPROVED BY

\_\_\_\_\_  
NAME OF CHAIR, GRADUATE STUDY COMMITTEE

DATE \_\_\_\_\_

\_\_\_\_\_  
NAME OF MEMBER, GRADUATE STUDY COMMITTEE

DATE \_\_\_\_\_

\_\_\_\_\_  
NAME OF MEMBER, GRADUATE STUDY COMMITTEE

DATE \_\_\_\_\_

*Note\*: Do not copy this page for use in a thesis.  
You must produce this page in the same font/style used in the rest of your document.*

ABSTRACT  
(this is optional)

THE RELATIONSHIP BETWEEN REWARD AND PUNISHMENT:  
AVOIDANCE ORIENTATIONS AND INTELLIGENCE

by

Mary G. Smith

Spring 2017

Avoidance orientations heighten the salience of negative social experiences, and in personal relationships such an orientation may contribute to communication difficulties and the perpetuation of avoidance. Individuals who showed the highest levels of discomfort with communication difficulties also showed the higher levels of intelligence. We therefore hypothesized that individuals with stronger avoidance goals would be particularly prone to engage in escalating levels of negative communication in their personal relationships and also have lower levels of intelligence. We tested this prediction by conducting sequential analyses recorded observational data (28,470 observations) collected from 365 individuals engaging in a personal-related conflict. While less avoidance oriented individuals showed a decline in negative communications and higher IQ scores, the likelihood that more avoidance oriented individuals would display increased negative communication behaviors and lower IQ. The effects of avoidance orientation were independent of relationship satisfaction and neuroticism. These findings demonstrate that IQ levels underlie individuals' avoidance, while also clarifying the possible reason why some individuals engage in communication behaviors may be associated with their intelligence.

***SAMPLE PAGE***

ACKNOWLEDGMENTS  
(this is optional)

Begin the text of the acknowledgments here. Use double spacing and standard 0.5 paragraph indentations. There are no length requirements or special restrictions for this page.

Please remember that the purpose of this page is to recognize those who most contributed to the research and writing of the document. The language used in the acknowledgement should be consistent with that used in acknowledgements in journal articles in your field. This is an academic document. This is not the appropriate place to thank family, friends, or companion animals that had nothing to do with the content or the research.

TABLE OF CONTENTS  
(this is optional)

<b>Chapter</b>		<b>Page</b>
I	Introduction.....	1
II	Methods.....	12
III	Results.....	28
IV	Discussion.....	43
	References.....	60
	Vita.....	66

Note\*: Please do not list “Table of Contents” in the body of the Table of Contents. Also, do not list the first three preliminary pages in the Table of Contents. The first item listed in the Table of Contents is the abstract (which is optional), then the acknowledgments page (which is also optional), etc. Any List of Tables and/or a List of Figures should be included in the Table of Contents.

(The body of your thesis will start here.  
**DO NOT** number this page!)

(The body of your Thesis continued.  
Page numbering will begin here with page 2.)

## VITA

Author: Mary G. Smith

Place of Birth: Spokane, Washington

Undergraduate Schools Attended: Spokane Community College,  
Eastern Washington University

Degrees Awarded: Bachelor of Science, 1996, Eastern Washington University

Honors and Awards: Graduate Assistantship, Psychology Department, 1998-1999, Eastern Washington University

Travel Grant, for presentation at American Psychological Association Regional Conference, Seattle, Washington, 1999

Graduated Magna Cum Laude, Eastern Washington University, 1996

Professional  
Experience:

Internship, Spokane Mental Health, Spokane, Washington, 1998

***Note\*: Do not copy this page for use in a thesis.  
You must produce this page in the same font/style used in the rest of your document.***

## SECTION 7: REGULATIONS ON STYLE AND FORMAT

### a. Organization/Pagination (*please see f. for pagination instructions*):

- Title Page : **no page number**
- Signature Page : **number as page ii**
- Abstract (optional) : number with lowercase roman numerals
- Acknowledgements (optional) : number with lowercase roman numerals
- Introduction (optional) : number with lowercase roman numerals
- Table of Contents : number with lowercase roman numerals
- List of Table (required if more than two figures) : number with lowercase roman numerals
- Main Content : **number with Arabic numerals** beginning with page 1 (***but do not include a number on the first page***)
- References : number with Arabic numerals
- Appendixes (as needed) : number with Arabic numerals
- Vita : number with Arabic numerals

### b. Quality and Writing Style

Styles differ considerably between disciplines, and may also vary within a discipline. Therefore, in consultation with your graduate committee chair, you need to select a style appropriate to your discipline as exemplified by a style manual or a published journal. Once a style has been selected, you should be consistent in its use throughout the thesis. Any inconsistencies and errors in grammar, style, or format may result in the thesis not being approved. Helpful style manuals and writing guides are available in the bookstore, and professional journals are available in the periodicals section of the JFK Library.

### c. Language

The thesis must be written in English. All members of the thesis committee, including the outside or third member, must be able to read and critically review the manuscript. Other students in the same discipline should be able, when appropriate, to read it and cite it in their thesis projects.

### d. Formatting

- Any easily readable standard type font is acceptable. Script, is not considered standard type. Fonts should be at least 10- 13.5 points and consistent throughout the document.
- The use of different typefaces, such as bolding and italics, is strictly limited.
- The *justify* key should be turned off so that spacing is consistent.
- The text must be double---spaced; however, block quotations, footnotes, figure captions, table titles and notes, and individual citations in the references may be single spaced. If single spacing of reference citations is chosen, then double space **between** each citation.
- Periods and commas should **always** be placed **inside** quotation marks.

- Em dashes are typed as two hyphens with no spaces before or after, or use alternate character dash key.
- When ellipsis points are used to indicate omitted material within a quotation, they are typed with three **spaced** periods (a space before and after each period). When four points are used to indicate omission between two sentences, the first point is typed as a period, without a preceding space, followed by three spaced periods.
- Paragraph indentation should be consistent (0.5 inch according to most style manuals).
- Capitalization, spelling, hyphenation, and abbreviations should be consistent throughout.
- Handwritten material should not be included in the thesis.
- Tables should be uniformly titled and numbered at the top and figures are captioned at the bottom. Tables and figures should be inserted as soon as possible following their first mention in the text, but no later than the page immediately following the mention.

**e. Margins**

Left hand margins must be **one and one-half inch**. Top, bottom, and right margins should be one inch. *This is particularly important if your department requires a bound copy, margin widths must be carefully observed to provide for adequate binding space.*

Students who will be binding will be asked to **reprint** if margins are not correct. See page 21 of this guide for information and for exact details on binding and printing.

**f. Pagination:**

Most simple errors found in thesis copies are in page numbering, especially in the preliminary pages.

***Instructions for pagination (Word 2010 directions):***

- **To number your first section:**
- Double click top of the page to get into the header/footer settings.
- Then click the “Page Number” button on the left side of the screen and this will bring a drop-down menu up.
- Mouse over the “Top of Page” button and then select the page numbering on the right side of the top of the page. This will put a page number on all of your thesis pages.
- Highlight the page number and right-click.
- Select the “Format Page Numbers” option in the drop-down menu.
- Click the arrow next to “Number Format” and find lower case roman numerals (i, ii, iii...) as the format. Then click the “OK” button.
- Before exiting the header/footer settings, in the design tab check the box next to “Different First Page” in the Options section of the tab. This will remove the numbering from your first page. If the numbering

on the first page does not go away automatically, you can delete it and the numbering on the other pages will remain the same.

- **To add a second section to your paper:**
- Go to the last page before the start of the body of your thesis, click at the end of the last bit of typing on the page before the body of your thesis begins.
- Then go to the “Page Layout” tab.
- Click the button that says “Breaks” in the “Page Setup” portion of the tab.
- Under the “Section Breaks” heading select “Next Page” this will make the next page of your document the beginning of a new section which means that you are able to begin numbering the next page at 1 in a different style.
- If a blank page pops up before your thesis begins go to the top of the blank page and hit the delete key until the text from the next page comes onto the blank page.
- **To number your second section:**
- Follow the directions from “To number your first section” above. This time selecting the standard numerals format (i.e. 1, 2, 3...). Again you will want to make sure that the “Different First Page” box is checked as you will NOT want the number to show up on the first page of the body of your thesis.
- If the “Link to Previous” (located in the “Navigation” portion of the design tab) is selected you can leave it selected. This will automatically delete the numbering from your first page. (“Link to Previous” tells word that you want everything but the numbering style to be the same.)
- Your thesis will only have 2 sections. Your Vita will be the last page of your thesis and your numbering will end there.

#### **g. Headings**

Section headings must correspond to the table of contents; heading type or print and location on the page should be consistent and parallel throughout the thesis.

#### **h. Captions and Illustrations**

Captions should match the type or print style used in the main text. Locate captions according to the standard of the publication style that is being used for the thesis. Any variation of the quality of paper, page size, or reproductive process to accommodate illustrations and supplementary materials should have the approval of your committee chair. If photographs or other non-printed illustrative materials are to be included, they should be permanently mounted.

#### **i. General Suggestions**

Manuscripts must be free of typographical, spelling, and serious grammatical errors. Please follow the suggestions listed below to reduce editing time after the final comprehensive exam.

- **Typographical errors:** Spell check will not catch many common typographical errors. For example, some errors result in an acceptable English word, but not the correct one in the context of the subject matter, as in on-no, read-reed, site-cite, etc.

- **Spelling:** Pay particular attention when adding such endings as -ed, -ly, and -ing to common words. Also, be very careful with homonyms like here-hear, your-you're, their-they're-there. Check words containing ei or ie. Please note spelling of Acknowledgments and Appendixes.
- **Grammar:** The most common grammatical mistakes occur in mixing tense, number, or gender in a sentence. As a general rule, revise long sentences into short ones.
- **Citations/references:** Citations and references usually cause more problems than any other aspect of the manuscript. There must be a reference for every citation in the text; and the footnote or endnote of the author's name and the publication year must match the bibliographic reference. Multiple citations, between parentheses, must be in either chronological or alphabetical order. Be consistent in citation and reference style throughout the manuscript.
- **Proofreading:** Check the thesis to see that all the pages are included and numbered correctly. Check for heading type, proper spacing, and location on the page. Check every citation against the corresponding entry in the reference section. Committee members may assist with proofreading, but the accuracy and completion of the thesis is ultimately your responsibility. Your manuscript must be proofread even after doing a spell check. One method is to read the document from the last page to the first page. This way the meaning is taken out of context and the reader can focus on sentence level errors. It may also be helpful to have one or more readers who are unfamiliar with the research look at the document for errors.
- **Warning: When you convert the thesis/project document to a PDF file for electronic thesis submission,** conversion to PDF may shrink your document by 4%, enough to change margins and pagination throughout. Always check the conversion to make sure your formatting did not change.

## **SECTION 8: ELECTRONIC THESIS SUBMISSION PROCESS**

Beginning fall 2016, the Graduate Programs and JFK Library require all theses to be electronically submitted to Graduate Programs at [gradthesis@ewu.edu](mailto:gradthesis@ewu.edu). Graduate Programs will no longer require final hard copies for binding and paper copies will not be stored at the JFK Library. The process for final electronic thesis submission is below. For help with this process, please call the Graduate Programs office at 509-359-2491 or visit us in Showalter Hall, room 206 for assistance.

1. Before a thesis can be submitted electronically Graduate Programs must have on file the original signed **Comprehensive Examination Form** stating that your thesis has been approved.

*Comprehensive Examination Forms are issued to your oral exam committee when your TRA (Terminal Research Approval) Form is received by Graduate Programs.*

2. After a successful defense, submit the following to Graduate Programs **within 10 working days following the oral defense or by the last day of the quarter, whichever comes first:**
  - a. One electronic copy of your thesis in a single Adobe PDF (math students may submit LaTeX version of thesis) via email to [gradthesis@ewu.edu](mailto:gradthesis@ewu.edu). **Once your thesis has been submitted to Graduate Programs no changes can be made.**
  - b. One hard copy of your original signed **Signature Page** (page ii of your thesis) delivered to the Graduate Programs office in 206 Showalter Hall.
  - c. One hard copy of your signed **Graduate Electronic Thesis Submission Form** delivered to the Graduate Programs office in 206 Showalter Hall. This form will be retained permanently by the JFK Library.
3. Once Graduate Programs receives your signed **Graduate Electronic Thesis Submission Form**, your signed **Signature Page**, and your **PDF (\*.pdf) version of your thesis** you will get a confirmation stating if all your documents have been approved.
4. When all your documents are approved Graduate Programs will submit your thesis to the JFK Library to become of part of the EWU Digital Commons institutional repository.
5. In case of rejection due to incorrect formatting, you and your committee chair will be notified by Graduate Programs of any changes or corrections that need to be made before your degree will be awarded.
6. **\*Please Note – Some departments may require you to provide bound copy for the department.** If your department requires a copy of your thesis to be bound or if you would like a copy for yourself to be bound please carefully follow the instructions in **Section 9: Procedures for Printing and Binding.**

## **SECTION 9: PROCEDURES FOR PRINTING AND BINDING**

Beginning fall 2016, the Graduate Programs and JFK Library will no longer require final hard copies for binding and paper copies will not be stored at the JFK Library. It is at the discretion of individual departments on whether or not they will require their students to have a copy of their thesis bound for the department. **Please check with your department to find out if you will be required to have a copy of your thesis bound.**

You may also choose to have a copy or copies bound for yourself and Graduate Programs will still facilitate getting your copies bound for you.

***If you are required to and/or have decided to have a copy bound you will need to follow the style guidelines below that are required for binding. It is your responsibility to follow the requirements below or you will be required to reprint your thesis.***

#### **Binding Style Guideline Requirements:**

- **Margins**

Left-hand margins must be **one and one-half inch** to provide for binding. Top, bottom, and right margins should be one inch. ***If your margins are not correct you will be required to REPRINT.***

- **Paper**

Use only 8 1/2 x 11 inch, **white**, "thesis bond," 100% cotton bond paper. This is required of your department copy. The thesis bond paper ensures greater longevity of the document. If you have difficulty obtaining this paper, it is available at the EWU bookstore. Your copy or copies may be on the paper of your choice.

- **Font**

Use the same style of type or print throughout the manuscript. Bold face, italicize, or underline words where appropriate. Script is not acceptable for the body of the text. Use 10-13.5 point font size, with 18-24 points between lines. Indented quotes may, however, be single-spaced.

- **Printing**

- Print on only one side of the page.
- Printers must produce a manuscript in at least a near-letter-quality mode. The thesis bond paper does not work in some printers. If you run your hand across your printed page and the words smear off you will need to reprint on a different printer.

- **Fee**

You are responsible for the cost (\$28 each) of having a copy bound for your department.

- **Submitting**

- You will submit the hard copy or copies of your thesis to Graduate Programs in 206 Showalter Hall before the last day of the term.
- Final copies will need to be submitted in an envelope or a box to protect the document from damage.
- Do not staple, 3-hole punch, or otherwise mark the final copy of the thesis.
- Your original **Signature Page** will be included in your bound copy.
- Please provide a copy of your receipt from Student Financial Services of your payment.
- Graduate Programs will check your thesis for quality and formatting. Please follow all formatting directions to avoid having to reprint (the thesis bond paper is expensive).

- **Binding**

Graduate Programs will send the theses copies off-campus to a bindery company at the end of each quarter (semester students will have their copies sent off with the quarter students). Bound copies are returned to the Graduate Programs Office 4-6 weeks after the close of the quarter. The Graduate Programs Office will send the bound thesis to the academic department (if required) and/or to the student (if have been requested).

### **SECTION 10: EMBARGOES**

An embargo temporarily restricts access to your thesis. **Three** primary reasons for embargoing include:

1. Your thesis has commercially sensitive content. Perhaps you need time to bring a concept to market or seek a patent.
2. You wish to publish all or part of your thesis using traditional press the regards open access publications as equivalent to prior publication. Most publishers do not operate this way by some may. Please do some research before choosing to embargo for this reason.
3. Your thesis contains sensitive data or information.

Embargoes are available for one, two, and five years. Once this time has expired, you can request an extension to your embargo. Please consult your committee chair when making the decision as whether or not an embargo is needed for your thesis.

To request an embargo check “Yes” to question #1 in the ***‘Request for Restriction of Access to Electronic Copy of Thesis to EWU Community’*** on your **Graduate Thesis Submission Form**.

### **SECTION 11: ACADEMIC INTEGRITY**

All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation of this standard must be reported to the Associate Vice Provost Undergraduate Studies and Student Success (this include Graduate Students). What constitutes academic dishonesty is clearly defined by the EWU Student Academic Integrity Chapter 172-90 WAC. This code is available at <https://access.ewu.edu/undergraduate-studies/academic-integrity>.

It is **highly recommended** that you check all your final work for plagiarism before it is reviewed by your oral defense committee. Eastern has plagiarism software Vera Sight. Your committee chair should be able to help you access this through canvas. There is also Turnitin.com that is available to check your work.

### **SECTION 12: CHECK LISTS**



## *Thesis Submission Checklist*

- Title page** : Title page **should not** have a page number.
- Signature Page** : must have **original signatures** (no exceptions will be made to this policy; it is suggested that the candidate bring copies of the signature page on the thesis bond paper to the oral examination so that committee members may sign the pages at the conclusion of the examination).
- Vita** : The vita is required for all thesis submissions.
- Electronic Version of Thesis** : a single Adobe .pdf (math students may submit LaTeX version of thesis) to [gradthesis@ewu.edu](mailto:gradthesis@ewu.edu).
- Graduate Thesis Submission Form** : must have original signatures.
- Deliver** : *Signature Page & Graduate Thesis Submission Form* to the Graduate Programs Office, Showalter Hall 206 **ten days after your defense** or the last day of the term, *whichever comes first*.

Please contact the Graduate Programs Office at 509.359.6297  
if you have any questions about these guidelines.



## *Printing Checklist*

*If you are required to have a copy of your thesis bound or you would like a copy (or copies) bound for yourself please follow these guidelines.*

- Paper** : Final thesis document printed on appropriate white thesis bond paper (the student copy can be on any type of paper).
- Margins** : Left hand margins must be one and one half inches for binding. If margins are not correct it will need reprinted.
- Signature Page** : Bound copy must have original signatures.
- Print Quality** : Copy must be printed on a quality printer. Any smeared ink will need to be reprinted.
- Fee** : Each copy is \$28.00 and will need to be paid in Sutton Hall.
- Deliver** : Copy or copies of your thesis will need to be delivered to the Graduate Programs Office, Showalter Hall 206 by the last day of the term.

Please contact the Graduate Programs Office at 509.359.6297  
if you have any questions about these guidelines.