

Guide for the Preparation & Submission of Theses & Dissertations

Graduate Studies
Fayetteville State University
Fayetteville, North Carolina

Revised: Spring 1999

TABLE OF CONTENTS

	Page
List of Table	
I. Introduction	1
II. Responsibility for Preparation and Evaluation of Thesis or Dissertation	3
Graduate Student Responsibilities	3
Proposal Approval	3
Ethics in Research	4
Human Subject Clearance	4
Thesis or Dissertation Advisor and Thesis or Dissertation Advisory Committee Responsibilities	5
Thesis or Dissertation Editor Responsibilities	5
III. Required and Optional Sections of a Thesis or Dissertation	7
Abstract (Required)	8
Title Page (Required)	8
Dedication, Biography, and Acknowledgements (Optional)	9
Table of Contents (Required)	9
List of Tables, Figures, and Symbols or Abbreviations (Required)	9
Text (Required)	9
Reference Material (Required)	9
Appendices (Optional)	10
IV. Typing, Duplication and Submission Requirements	11
Paper and Duplication	11
Spacing	11
Type Face	11
Margins and Page Numbering	12
Correction of Errors	12
Abbreviations and Other Symbols	12
Placement of Tables, Figures, and Reprints	12

Photographs and Prints	13
Procedures for Submitting Copies to Graduate Studies	14
V. General Information	17
Fees	17
Master's	17
Dissertation	17
Binding - Personal Copies	17
Distribution of Copies Submitted to Graduate Studies	17
Theses or Dissertation Storage	18
Copyrights	18
VI. Additional Suggestions	19
Appendices	20
Sample Abstract	21
Sample Title Page	22
Sample Acknowledgement	23
Sample Dedication	24
Sample Table of Contents	25
Sample List of Tables	27
Sample List of Figures	28
Sample Table of Contents (Decimal)	29
Sample List of Tables (Decimal)	31
Sample List of Figures (Decimal)	32
Sample Abbreviations	33
Sample First Page of Chapter I	34
Sample Table Format	35

LIST OF TABLE

	Page
Table 1. Status and Usual Order of Placement of the Parts of a Thesis or Dissertation	7
Table 2. Sample Table Format	35

I. INTRODUCTION

This guide for the preparation of theses and dissertations at Fayetteville State University is designed to assist graduate students, thesis or dissertation advisors, and other members of Thesis or Dissertation Advisory Committees. A written thesis is required for some Master of Arts and Master of Science degrees, and a dissertation is required for the Doctor of Education degree at Fayetteville State University. The purpose of the thesis or dissertation is to provide an experience in scholarship that will be of enduring value to the student in understanding information and in providing tangible evidence of the student's development as a scholar.

In preparing a thesis or dissertation for submission to Graduate Studies, the student should keep in mind that neatness and correctness in form are second in importance only to accuracy and soundness of research. This Thesis or Dissertation guide is not meant to be an exhaustive manual but a guide to assist the degree candidate in the preparation of an acceptable paper. For specific questions of style, consult the **latest edition** of one of the following published manuals: Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, *The MLA Style Manual*, *American Psychological Association (APA) Style Manual*, *How to Write and Publish a Scientific Paper*, *The ACS Style Guide: A Manual for Authors and Editors*, *CBE Style Manual*, or the *American Sociological Association (ASA) Style Manual*. Regulations set forth in this Graduate Studies manual take precedence over those in the style manuals listed above. Close attention to this manual will enhance the probability of acceptance of your thesis or dissertation, which will save you time and cost at an important time in your academic career. Please read this manual carefully *BEFORE* you begin the preparation of your thesis or dissertation.

It should be acknowledged that some information in this guide was obtained from *North Carolina State University Preparation of Theses*, and *The University of North Carolina at Chapel Hill A Guide to the Preparation and Submission of Theses and Dissertations*.

Graduate Studies is available to assist you in the formatting and submission of your thesis or dissertation.

Please do not use another thesis or dissertation as a model for the format of your thesis or dissertation since a particular style or example in a previous model may be incorrect. An earlier thesis or dissertation may also not meet present guidelines. As stated earlier, the style set forth in this manual takes precedence over other manuals of style.

II. RESPONSIBILITY FOR PREPARATION AND EVALUATION OF THESIS OR DISSERTATION

Preparing and evaluating every thesis or dissertation is the joint responsibility of the graduate student, the thesis or dissertation advisor, other members of the Thesis or Dissertation Advisory Committee. Communication and interaction among all of these participants are the keys to producing a thesis or dissertation of the highest possible quality. All theses or dissertations are to be written in English unless the Thesis or Dissertation Advisory Committee obtains explicit permission of the Dean of Graduate Studies, certifies its competence to judge the quality of the thesis or dissertation, and demonstrates that a foreign language is more relevant than English for the purpose of the work.

Graduate Student Responsibilities

The graduate student is responsible for all aspects of the preparation of the thesis or dissertation and publications based on the thesis or dissertation research, including the following:

1. subject matter and content;
2. organization and format;
3. editorial, linguistic and bibliographic quality;
4. quality of typing, illustrations and duplications;
5. quality of data, evidence, and logical reasoning presented;

Proposal Approval

The proposal approval process involves a series of steps. First the student confers with the thesis/dissertation committee chair on possible topics and the student prepares a succession of drafts until the committee is satisfied. At this point, in consultation with the thesis or dissertation advisor, the student schedules a presentation of the proposal. Following this presentation, the student's committee approves, modifies, or disapproves

the proposal. There is no limit on the number of times a student may present a proposal to the committee.

Once the proposal is approved, it is recorded with the department/director and Dean of Graduate Studies, and the student proceeds with the study.

Ethics in Research

Fayetteville State University has an established policy which is devoted to integrity and ethical practices of faculty, research personnel, and students conducting research at the university. Persons involved in research are expected to be committed to the highest standards of integrity and ethical behaviors that govern activities and behaviors in society at-large. Such behaviors include:

- honesty,
- thoroughness,
- respect and fairness with others,
- skill and accuracy in collecting and reporting data,
- research contributions of others,
- authorship credit,
- and other principles which ensures ethical behavior in research.

Every person, including students, involved in research in any phase is expected to be aware and implement the university's *Policy and Procedures on Ethics in Research*. Failure to abide by the policy will be considered a violation and shall be dealt with according to the *Procedures to Conduct Scientific Misconduct Inquires and Investigations*. For the purposes of the policy, scientific misconduct in research means:

- fabrication, falsification, plagiarism, deception, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research;
- material failure to comply with federal requirements for protection of researchers, human subjects, or the public; or
- failure to meet other material legal requirements governing research.

It is advised that students discussed with their thesis or dissertation advisor any questions regarding this policy. A copy can be obtained from Graduate Studies upon request.

Human Subject Clearance

Some thesis or dissertation research may require the filing of a human subject clearance form through University channels. The student needs to confer with the advisor on this matter, but examples where clearance is necessary might be experimental/control group studies, experiments with children, special funded projects, or psychologically oriented studies.

Thesis or Dissertation Advisor and Thesis or Dissertation Advisory Committee Responsibilities

The thesis or dissertation advisor and, to a lesser extent, the other members of the Thesis or Dissertation Advisory Committee are responsible for the following aspects of the thesis or dissertation and the thesis or dissertation research experience:

1. approval of the subject matter and methodology of the thesis or dissertation research;
2. approval of the organization, content, and format of the thesis or dissertation;
3. review and comments on drafts of various sections of the thesis or dissertation including (a) the quality of data, evidence and logical reasoning and (b) the editorial, linguistic and bibliographic quality of the thesis or dissertation;
4. evaluation of the thesis or dissertation as a basis for certification that the student has fulfilled the requirements of the degree for which he or she is a candidate; and
5. encouragement and advice to the student and review of manuscripts based on thesis or dissertation research for publication in the scholarly literature of his or her field.

Thesis or Dissertation Editor Responsibilities

The Thesis or Dissertation Editor of Graduate Studies is responsible for the following:

1. providing technical advice upon request by students and members of the Thesis or Dissertation Advisory Committees about the typing and editorial and format aspects of thesis or dissertation preparation as well as

2. checking the final draft of each thesis or dissertation to ensure that it has been prepared in conformity with the requirements prescribed in "Procedures for Submitting Copies to Graduate Studies", section 4 of this guide.

Although Graduate Studies and the Thesis or Dissertation Advisory Committee are a part of the evaluation process, the ultimate responsibility for all aspects of thesis or dissertation preparation remains with the student.

III. REQUIRED AND OPTIONAL SECTIONS OF A THESIS OR DISSERTATION

Generally, a thesis or dissertation consists of four major parts--the abstract, the preliminaries, the text, and the reference materials. Some theses also include appendices. Table 1 contains a list of all the major and minor parts and their usual order of placement within the body of the thesis or dissertation.

Table 1.

Status and Usual Order of Placement of the Parts of a Thesis or Dissertation

Parts of a Thesis or Dissertation
Status

1.	Abstract	Required
2.	Preliminaries	
	a. Title Page	Required
	b. Dedication	Optional
	c. Biography	Optional
	d. Acknowledgements	Optional
	e. Table of Contents	Required
	f. List of Tables	Required
	g. List of Figures	Required
	h. List of Symbols or Abbreviations	Required
	i. Preface	Optional
3.	Text	Required
4.	Reference Materials	Required
5.	Appendices	Optional

The parts to be included in any given thesis or dissertation should be determined by mutual agreement between the student and his/her Thesis or Dissertation Advisory Committee. Each major and minor part of the thesis or dissertation is described briefly below.

Abstract (Required)

The Abstract is designed to state the research problem of the thesis or dissertation, present the most important findings, and present the methods used in the writing of the thesis or dissertation; thus, providing a basis for readers to decide about their interest in reading the full text. The maximum acceptable length for a thesis abstract is 150 words, and the maximum acceptable length for a dissertation abstract is 350 words.

An Abstract must be prepared carefully since it may be published. Symbols, foreign words, and phrases must be printed clearly and accurately to avoid error or delays. The title of the thesis or dissertation, which is listed at the top of the Abstract, *must have the same wording as shown on the title page*. Mathematical formulae, diagrams, and other illustrative materials are not recommended for the printed Abstract.

The following points should be remembered when preparing an Abstract:

1. the body of the Abstract is always preceded by the name of the student, title of the thesis or dissertation, and name of the thesis or dissertation advisor(s);
2. the Abstract is double spaced;
3. the Abstract is totally unnumbered;
4. the Abstract always precedes the title page.

See sample of Abstract as illustrated in the Appendix of this guide.

Title Page (Required)

A Title Page bearing the original signatures of all committee members on all copies of the thesis or dissertation submitted to Graduate Studies is required. The author, in choosing a title, should try to include key words that accurately identify the unique or special aspects of the study that distinguish it from other works; therefore, the use of such expressions as "A Study of" should be avoided. Such clear titling is especially important for indexing and informational purposes. The title must be identical with the title on the Abstract. The Title Page is never numbered but is considered to be the first page of the preliminaries.

The date on the Title Page is the date that the Thesis or Dissertation Advisory Committee accepts the thesis or dissertation. See sample of Title Page as illustrated in the Appendix of this guide.

Dedication, Biography and Acknowledgements (Optional)

These sections, if included, are personal to the student and may contain any appropriate information which the student may wish to share with the reader. These sections, if included, would appear in the order listed in Table 1 of this guide.

Table of Contents (Required)

The Table of Contents of the thesis or dissertation lists all sections following it, including the List of Tables and List of Figures, if tables and figures appear in the text, and all of the headings, subheadings, and so forth exactly as they appear in the body of the thesis or dissertation. No material preceding the Table of Contents is listed. Spacing and indentation of the Table of Contents should indicate the unity and coherence of the study, and all headings, subheadings, etc., listed must be identical with those in the text.

List of Tables, Figures and Symbols or Abbreviations (Required)

These lists must be included if there are any tables or figures appearing in the thesis or dissertation. The descriptive titles in these lists must be identical with those in the text, but only the descriptive title (not the explanatory notes) should be included. Each list appears on a separate page.

See sample of List of Tables, List of Figures, and the List of Abbreviations and/or Symbols in the Appendix of this guide.

Text (Required)

The organization and format of the text should be appropriate to the nature and scope of the research reported. Generally, the text includes an introduction or preface, and occasionally both; a clear statement of objectives; an appropriate review of previous research; a description of the materials and methods used in the thesis or dissertation research; a record of results obtained; interpretive discussion of results in the light of other research; and a summary of the significant findings of the study. Recommendations for future research should be included.

Reference Material (Required)

The thesis or dissertation should contain appropriate documentation, that is, references to original literature relevant to the research presented in the thesis or

dissertation. In the humanities and the social sciences, this documentation is achieved through footnotes, endnotes, parenthetical documentation, or simply through text documentation and, in most instances, a bibliography; but in the sciences references are acknowledged through literature citations. The most common formats used for reference citations are: (1) listing alphabetically, (2) listing alphabetically with number of the references and (3) listing in sequential order as they appear in the text. In the latter two instances, the references are cited in the text by number; however, if additions or deletions have to be made in the thesis or dissertation, the first format noted above is the easier one in which to incorporate such changes. A mixture of formats is not acceptable.

Appendices (Optional)

The Appendices should be used for whatever material the student or the Thesis or Dissertation Advisory Committee believes should be included but would not be appropriate in the text of the thesis or dissertation. Such materials can include the following: the original data obtained in the thesis or dissertation research, detailed outlines of procedures which go beyond the general descriptions of method and approach presented in the text of the thesis or dissertation, a particularly extensive review of literature, and other information that may be useful to future scholars who may wish to delve more deeply into the thesis or dissertation research topic. Appendices are often used as a repository for those kinds of information when the main body of the text is prepared in the form of manuscripts suitable for publication.

IV. TYPING, DUPLICATION AND SUBMISSION REQUIREMENTS

Paper and Duplication

1. Theses should be duplicated on 8 1/2 x 11 inch white bond paper of no less than 25% rag content and no less than 20-pound weight. This paper is required to give adequate permanence in long-term library use.
2. Any duplicating process that is used must produce a permanent, sharp, high-contrast, black image suitable for microfilming. This requirement applies to all drawings, charts, computer printouts, and drafting as well as typed portions of the thesis or dissertation.
3. Color photographs, maps and charts may be included but should be as high contrast as possible. To the extent possible, blue colors should be avoided for illustrations because they frequently do not reproduce well on microfilm.
4. Printing on the back of a page is not allowed.

Caution should be used in selecting the duplicating process to be certain that the copy produced is completely free of spots, lines, smudges or other blemishes.

Spacing

The text should be double-spaced. Certain sections, however, such as long quotations, table footnotes, multiline captions, and bibliographical entries may be single-spaced.

Type Face

An appropriate type face should be used consistently throughout the thesis or dissertation. Changes in type face are not permitted except for inclusion of illustrative or documentary materials such as computer printouts. If modern word processing equipment is used rather than a conventional or electric typewriter, a letter quality printer must be used.

Margins and Page Numbering

The page numbers are typed one inch from the top, bottom or one inch from the right side of the paper; the text, headings and so forth begin one double space below the page number. The page numbers may be also centered at the top or the bottom of the page; the number will be typed one inch from the top or the bottom with the text beginning one double space below or above, respectively.

Top, bottom and right-hand margins on each page must be one-inch wide. The left-hand margin on each sheet must be 1 1/2 inches wide; the extra width is required to allow for binding of the thesis or dissertation. All tables, figures, reprints or copies of reprints or manuscripts included in the thesis or dissertation must conform to these same margin requirements; photographic reduction may be necessary for oversize tables, figures, or reprints.

Lower case Roman numerals are used for numbering the various preliminary pages beginning with the title page, which is understood to be "i" but remains unnumbered. Arabic numerals begin with the first page of the text, which is "1". No punctuation is used with the numbers. Every page in a thesis or dissertation carries a page number, and the numbering is consecutive throughout the thesis or dissertation to the end, including any appendices.

Correction of Errors

The completed thesis or dissertation must be neat in appearance, consistent in format, and free of errors in spelling, grammar, and punctuation. Only erasures are acceptable in correcting mistakes; corrections made using white-coated paper and correction fluids are not permitted.

Abbreviations and Other Symbols

When abbreviations or other symbols are used, they should be uniform throughout the thesis or dissertation and be consistent with the recommendations of the style manual, journal, or book which is used as a model in preparing the thesis or dissertation. When many abbreviations and/or symbols are used, a separate list with appropriate definitions should be included.

Placement of Tables, Figures and Reprints

Many theses or dissertations include tables and figures in the text or in the appendices or in both. The term "Table" is used to designate tabulated data including computer printout sheets. "Figure" is used to designate photographs, half-tone prints, charts, maps, graphs, plates, drawings, diagrams, and other mainly nonverbal material.

The specific purposes and organization of tables and figures vary widely. For guidance in design and organization, the student should consult the style manual recommended by the Thesis or Dissertation Advisory Committee.

Each table and figure, except those placed in an appendix, should be inserted in the text directly after the first reference to the table and figure in the text. Tables and figures on a half page or less may appear on the same page with the text, separated from the text above and below by triple spacing. Two or more small tables or figures may be grouped together on a single page.

Each table and figure must bear an identifying number. Tables and figures are numbered in separate series; each table and figure, including any in appendices, must bear a number in its own series. When the decimal system is used, each series may be numbered consecutively within each section or chapter of the thesis or dissertation.

Each table and figure should bear a caption, which may consist of either a descriptive title or a descriptive title plus explanatory notes. Please note that:

1. The number and the caption for each table must be placed two lines below the top line of the table. If any table continues to a following page, the top line should read "Table 14 (continued)" without repeating the caption.
2. The number and caption for each figure must be placed two lines below the last line or bottom of the figure. If the caption is too long to be placed below the figure, a facing page should be inserted which will face the figure and the caption placed slightly above center. The facing page must bear a number placed on the blank side of the page one inch from the top of the page and one inch from the right side of the page. The number of the figure should appear with both the caption and the figure itself.

Photographs and Prints

Prints should be mounted on the same quality of paper used for other portions of the text. Photographs, either black and white or color, should be firmly mounted with good quality rubber cement, casein glue, or drymounting tissue. Photo mounting corners, transparent tape, or staples are not acceptable. Photographs can be photocopies on thesis or dissertation-quality paper if a high-contrast copy is obtainable.

Procedures for Submitting Copies to Graduate Studies

Final Submission - Step One

1. The thesis or dissertation must be presented to Graduate Studies prior to the deadline specified in the catalog and after the unconditional pass of the student's final oral examination.
2. The student must arrange an appointment at least one week in advance with the thesis or dissertation Editor to submit the thesis or dissertation to Graduate Studies. This appointment cannot be scheduled until the final oral examination has been officially scheduled in Graduate Studies.
3. At the time of the appointment, the student submits one unbound copy of the thesis or dissertation and a title page bearing the original signatures of all members of the Thesis or Dissertation Advisory Committee. This copy is submitted in an envelope bearing the following information:
 - a. student's name
 - b. student's department
 - c. name of the degree for which the student is a candidate.
4. The Thesis or Dissertation Editor will check the thesis or dissertation while the student (or the student's designee) waits to ensure that it has been prepared in conformity with Sections III and IV of this guide. The editor will note the nature of the corrections, if any, that have to be made and give a copy of these notations to the student.
5. The thesis or dissertation will be returned to the student, who will be responsible for having all required corrections made. The student will also be given a checklist outlining the procedure to follow in order to submit the final three copies.
6. If the number of required corrections is extensive, the student will be advised to have the thesis or dissertation rechecked according to the procedure outlined above after the corrections are made.

Final Submission - Step Two

1. After all corrections have been made, normally within a two-week time frame, master's and doctoral candidates will submit the final four copies.
 - a. Four unbound copies (one original and three copies -- all on 8 1/2 x 11 inch white bond paper of no less than 25% rag content and no less than 20 pound weight) of the corrected thesis or dissertation, each in separate envelopes labeled as described above.
 - b. Four title pages bearing the original signatures of all members of the thesis or dissertation Advisory Committee.
 - c. Two extra copies of the Abstract.
 - d. A \$80.00 fee for a thesis or a \$100.00 fee for a dissertation must be presented at this stage.*

The thesis/dissertation fee covers the cost of publishing in either the University Microfilm, Inc.'s (UMI) *Masters Abstract International* or the UMI *Dissertation Abstract International*. (See Thesis/Dissertation Editor for further details.)

2. The master's or doctorate candidate must arrange an appointment with the Thesis or Dissertation Editor before submitting the final corrected copies to Graduate Studies. The Thesis or Dissertation Editor will check the thesis or dissertation while the student (or the student's designee) waits to ensure that all required corrections have been made.
3. If additional corrections have to be made, the student will receive a list of the required changes.

*Fayetteville State University, in keeping abreast of ever-changing times, reserves the right to change, delete, and/or increase the above fees as it deems necessary for the good of the university. Every attempt will be made to keep change to a minimum and to communicate changes to all students.

A student who delays too long in attempting to secure an appointment close to a specified thesis or dissertation deadline may have to delay his/her graduation.

V. GENERAL INFORMATION

Fees

Master's Thesis

A check made payable to Fayetteville State University for the binding fee in the amount of \$80.00 is required at the time of submission of the four copies to Graduate Studies. There is an additional charge when a thesis is over 600 pages and must be divided into two volumes.

Dissertation

A check made payable to Fayetteville State University for the binding fee in the amount of \$100.00 is required at the time of submission of the four copies to Graduate Studies. There is an additional charge when a dissertation is over 600 pages and must be divided into two volumes.

NOTE: *All fees for filling of theses and dissertations are subject to change. Consult Graduate Studies for current information.*

Binding - Personal Copies

Binding of copies of theses or dissertations, beyond the required copies submitted to Graduate Studies, is the responsibility of the students. Assistance in locating bindery vendors for personal copies can be found in the Charles W. Chesnutt Library.

Distribution of Copies Submitted to Graduate Studies

Theses or dissertations containing disclosures of patentable discoveries may be held by Graduate Studies before filing in the library for a maximum period of one year after disclosure. Holding a thesis or dissertation until a patent application is filed will not prevent a student from graduating on time.

Theses or Dissertation Storage

One copy for permanent storage in the Charles W. Chesnutt Library

One copy for Graduate Studies

One copy for use by the department of the student's academic major

One copy for the student

Copyrights

Students have the option to register their theses or dissertations for copyright and should consult with their thesis or dissertation advisor and the Reference Librarian of the Charles W. Chesnutt Library concerning the desirability and the usefulness of copyrighting.

If a student wishes to register for copyright but prefers not to handle the details, UMI will act as the agent with the Library of Congress Copyright Office. This includes preparation of the application (in the student's name) and submission of the application fee (certified check or money order payable to University Microfilms, Inc. for \$35.00) and required deposit copy(ies) of the student's work. The student will receive the certificate of copyright registration from the Copyright Office approximately three to four months after the abstract appears in either the *Dissertation Abstracts International* or the *Masters Abstract International*. (See Thesis/Dissertation Editor for further details.)

If a student wishes to handle the copyright registration directly, the student may write the Copyright Office, Library of Congress, Washington, D.C. 20559 or telephone (202) 707-9100, any time, day or night, and request Packet 109 on the "Hotline," a recorded message-taker. Allow two weeks for the form to arrive by mail.

If a student is uncertain about registering for copyright at the time the thesis or dissertation is submitted to Graduate Studies, it is advisable to include a copyright page indicating your intent to register at a later date. Placing the copyright page in the thesis or dissertation notifies the public of a claim for copyright. However, the legal registration in Washington, D.C. is needed in order to litigate if there is ever a case of infringement.

VI. ADDITIONAL SUGGESTIONS

1. The student should choose a typist with extreme care; contractual arrangements should be clearly defined. The student should also consult with his/her department and students who have completed their theses or dissertations. It will be to the student's advantage to choose a typist with previous thesis or dissertation typing experience and familiarity with the requirements of this guide.
2. The student should not submit the typed original of the thesis or dissertation.
3. The student is urged to retain a copy of the final version of the thesis or dissertation for his/her own records and to protect against accidental loss or destruction of the thesis or dissertation.

APPENDICES

(SAMPLE - ABSTRACT)

ABSTRACT

WHITE, SAMUEL EARL. A Comparison of Selected Motor Competence and Skills of Institutionalized and Noninstitutionalized Educable Mentally Retarded Children (Under the direction of David James Person.)

Contents for the Abstract begin here, (thesis maximum limit is 150 words, double spaced and dissertation maximum limit is 350 words, double spaced).

(SAMPLE - TITLE PAGE)

**A COMPARISON OF SELECTED MOTOR COMPETENCE AND SKILLS
OF INSTITUTIONALIZED AND NONINSTITUTIONALIZED
EDUCABLE MENTALLY RETARDED CHILDREN**

by

SAMUEL EARL WHITE

A Thesis or Dissertation submitted to the Graduate Faculty of
Fayetteville State University
in partial fulfillment of the
requirements for the Degree of
Master of Arts in Education or Doctor of Education

DEPARTMENT OF CURRICULUM AND INSTRUCTION

Fayetteville

1990

APPROVED BY:

Chair of Thesis or Dissertation Advisory Committee

(SAMPLE - ACKNOWLEDGEMENT)

ACKNOWLEDGEMENT

I wish to express my sincere gratitude and appreciation to all those persons (children, examiners, teachers, and secretaries) who participated in the investigation undertaken. I wish to acknowledge, in particular, the assistance and constant encouragement of my major advisor, Dr. David James Person. Without his support and scholarly advice, this investigation would not have been possible.

(SAMPLE - DEDICATION)

DEDICATION

I wish to dedicate this document to my beloved wife and children. Without their love, support, and understanding, I would not have persevered in achieving this goal. I also dedicate this document to my parents, Jonah and May Sellers Persons, who consistently encouraged me to reach for the unreachable.

(SAMPLE - TABLE OF CONTENTS)

TABLE OF CONTENTS

	Page
List of Tables	viii
List of Figures	ix
Chapter I. Introduction	1
History	2
Definitions	4
Chapter II. Review of Related Literature	5
Chapter III. Method	16
Selection of the Subjects	16
Selection of the Measures	18
Description of Tests and Testing Procedures	19
Measure of Running Speed	19
Measures of Power or Dynamic Strength	21
Measures of Agility	25
Statistical Procedure	30
Chapter IV. Results	40

Chapter V.	Discussion	50
Chapter VI.	Summary	63
References	73
Appendices		
A	Screening Tests	80
B	Associative Response Used in this Investigation	83
C	Examiner's Materials	85

(SAMPLE - LIST OF TABLES)

LIST OF TABLES

	Page
Table 1. Means and Standard Deviations for CAs and IQ of Sample	50
Table 2. Summary of Analysis of Variance of Mean Scores On the Five Factors	56
Table 3. Mean Differences in Scores on Combination of Task Variables	62
Table 4. Types of Errors by Problem Classification	63

(SAMPLE - LIST OF FIGURES)

LIST OF FIGURES

	Page
Figure 1. Five Factor Analysis of Variance with Two Independent Factors and Three Repeated Measure Factors	54
Figure 2. Interaction Effect of Specificity (Exact Information) by Sex and Order of Presentation	59
Figure 3. Interaction Effect of Specificity (Extraneous Information) by Sex and Order of Presentation	60
Figure 4. Interaction Effect of Specificity	61

(SAMPLE - TABLE OF CONTENTS - DECIMAL)

TABLE OF CONTENTS

	Page
List of Tables	v
List of Figures	vi
1. Introduction	1
2. Review of Related Literature	4
2.1 History	2
2.2 Definition	4
3. Method	16
3.1 Selection of the Subjects	16
3.2 Selection of the Measures	18
3.3 Description of Tests and Testing Procedures	19
3.4 Measure of Running Speed	19
3.5 Measures of Power or Dynamic Strength	21
3.6 Measures of Agility	25
3.7 Statistical Procedure	30
4. Results	40
5. Discussion	50
6. Summary	63

7.	References	73
8.	Appendices	
8.1	Screening Tests	80
8.2	Associative Response Used in this Investigation	83
8.3	Examiner's Materials	85

(SAMPLE - LIST OF TABLES - DECIMAL)

LIST OF TABLES

		Page
Table 3.1	Means and Standard Deviations for CAs and IQ of Sample	50
Table 3.2	Summary of Analysis of Variance of Mean Scores On the Five Factors	56
Table 4.1	Mean Differences in Scores on Combination of Task Variables	62
Table 4.2	Types of Errors by Problem Classification	63

(SAMPLE - LIST OF FIGURES - DECIMAL)

LIST OF FIGURES

	Page
Figure 3.1 Five Factor Analysis of Variance with Two Independent Factors and Three Repeated Measure Factors	54
Figure 3.2 Interaction Effect of Specificity (Exact Information) by Sex and Order of Presentation	59
Figure 4.1 Interaction Effect of Specificity (Extraneous Information) by Sex and Order of Presentation	60
Figure 4.2 Interaction Effect of Specificity	61

(SAMPLE - ABBREVIATIONS)

ABBREVIATIONS

EMR	Educable Mentally Retarded
GMS	Gross Motor Skills
MA	Motor Ability
MP	Motor Proficiency
MS	Motor Skills
SMC	Selected Motor Competence

(SAMPLE - 1ST PAGE OF CHAPTER I)

CHAPTER I

INTRODUCTION

In studying the effects of environmental conditions upon the retarded, one of the more common empirical methods used has been to compare groups of retardates on the basis of their motor skills. Almost invariably, investigators have compared institutionalized retardates with those living at home and in foster homes (Holmes, 1991). However, establishing that institutionalized retardates are less proficient does not justify the conclusion that the institutional environment caused the retardates to be less proficient in motor skills. Retardates, for example, may be institutionalized precisely because they are less proficient in many areas of development. Furthermore, reporting that living in an institution lowers motor proficiency, while living at home does not, is of little value to those workers who wish to improve institutions. These workers must know which of the many differences between institutions and homes cause the retardates to be less proficient in various areas of development, especially in the area of motor skills. Although there is a vast difference between an institution and a home, it is nevertheless felt that comparing retardates in both settings is the logical first step in determining whether environmental variations do affect a retardate's motor skills.

(SAMPLE - TABLE FORMAT)

Table 2.

Mathematics Predictor Variables*

Model		Unstandardized Coefficient		Standardized Coefficient	t	Sig.
		β	SE	β		
1	(Constant)	37.646	4.206		8.950	.000
	MATHPTO	.797	.025	.744	31.487	.000
	Calendar	-3.399	.557	-.138	-6.104	.000
	Gender	.611	.444	.032	1.377	.169
	Homework	.699	.219	.073	3.196	.001
	Parened	.685	.213	.074	3.213	.001
	Race	.258	.280	.021	.921	.358
	Telephone					
	Use Per Day	.168	.216	.018	.779	.436
	Videogame					
	Per Week	-.178	.186	-.022	-.954	.341

*Dependent Variable: MATHPTT