

RESEARCH REQUIREMENTS AND PAPER PREPARATION CHECKLIST FOR THE MASTER OF SCIENCE IN EDUCATION DEGREE WORKFORCE EDUCATION AND DEVELOPMENT

RESEARCH ALTERNATIVES

In the Department of Workforce Education and Development, the Master of Science in Education Degree research requirement can be satisfied in one of two ways: (a) a thesis or (b) a research paper. Research papers can take one of three alternate forms: (a) a data gathering activity, (b) a review and synthesis of literature, or (c) a graduate project.

Thesis

The thesis must be submitted to the SIUC Graduate School and must follow the official guidelines for organizing materials in a thesis. Refer to http://www.siu.edu/gradschl/etd_guidelines.htm
Human Subjects forms are available at: <http://www.siu.edu/orda/human/>

- Students electing to write a thesis must submit an electronic copy to the SIUC Graduate School by the date identified by the Graduate School for the semester in which the student is graduating and must also submit a print copy to the Office of Graduate Programs (OGP) in the Department of Workforce Education and Development.

Research Paper

The guidelines governing the preparation of research papers are determined by the Department of Workforce Education and Development. Research papers submitted to the Department must adhere to the editorial style guidelines contained in the *American Psychological Association (APA) Publication Manual 5th Edition* and the *APA Style Guide to Electronic References (2007)*.

CHECKLIST FOR PREPARATION OF THE THESIS OR RESEARCH PAPER

This checklist is intended to provide students a list of items that will be reviewed by the Office of Graduate Programs (OGP) and must be satisfied before the research paper is accepted.

Submission, Paper, and Binding

- All copies of theses or research papers must include a signed, original approval form. The approval form is prepared in the Office of Graduate Programs (OGP) and is signed and presented to the student after successful completion of the oral defense.
- One copy of the research paper must be submitted to OGP on regular copy paper in the binder provided to students at the oral defense.
- A blank sheet of white paper should be placed at the beginning and at the end of each copy of the research paper.

Typeface

- Use a single 12-point font style throughout the research paper; the preferred font is Times New Roman. Exceptions include: fonts used with tables. See 5th edition *APA Publication Manual* for guidelines.
- ALL content of the research paper must be in black and white; no color or bold can be used.

Double-Spacing

- Double-space throughout the research paper. Two double-spaces may be used before headings. See 5th edition *APA Publication Manual* for guidelines.

Margins

- The margins of a research paper are as follows:
 - *1-1/2" left; 1" top, right and bottom throughout the paper
 - *Charts, tables and figures may have greater margins than those listed, but may not go into the required margins.
 - *Justify left, text-wrapped right

Manuscript Elements and Order of Pages

- Students and their Faculty Advisor will determine the appropriate contents and composition of the research paper. The order of the pages should follow APA guidelines.

Page Numbers and Page Headings

- The title page is not included in the numbering sequence.
- All pages before the first page of the body of the paper, i.e. Tables of Contents, Tables of Figures, Abstract, Foreword, Acknowledgments, etc., bottom center, lower case, Roman numeral. The page numbers must be located, at least, 3/4" from the bottom edge of the page.
- All pages after, but including the first page of the body of the paper, upper right, Arabic numeral. Numbering style and position continues throughout the remainder of the paper. The page number must be from 1/2" to 3/4" from the top edge and 1" from the right edge of the page.
- The heading sheet for the Appendix is neither paginated nor included in the page count.

Paragraphs and Indentation

- The first page of a chapter or major heading in a research paper must begin on a new page.
- Text must fill up each page, the single exception being the last page in the chapter/section.
- Indent the first line of every paragraph 1/2 in. Exceptions are the abstract, block quotations, titles and headings, table title and notes, and figure titles.

Headings - APA Manual Section 5.10

- Most manuscripts use from one to five levels of headings.

Spacing and Punctuation

- Space only once after all punctuation that follows:
 - after commas, colons, and semicolons
 - after punctuation marks at the end of sentences
 - after periods that separate parts of a reference citation; and
 - after the periods of the initials in personal names (e.g., M. A. Yang).

Seriation - APA Manual Section 5.12.

- To organize lists within a manuscript.

Tables - APA Manual Section 3.62.

- Tables can be integrated into the text, but larger tables can be placed on their own page. However, if a table is integrated into the text in the middle of the page, text must both precede and follow the table. The remaining portion of the page below the table should not be left blank. If the content of a chapter/section is such that a table will appear on two consecutive pages, the break must occur at a logical place in the table.

Quotations - APA Manual Section 5.13.

- Quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks. Quotations of more than 40 are displayed in a double-spaced block.


Title and Title Page

- The title page should include five elements: (a) a succinct title, (b) byline and institutional affiliation, (c) fulfillment of degree requirements statement, (d) department affiliation, and (e) date. Refer to template for thesis title page at http://www.siu.edu/gradschl/ETD_templates.htm

Table of Contents

- The Table of Contents is the only page in the paper that is using leaders to refer to page numbers, justified right. Table of Contents template is at this site: http://www.siu.edu/gradschl/ETD_templates.htm

References - APA Manual Chapter 4.

- At least 75% of the references must be from scholarly research periodicals.
- The first line of a reference entry must be flush left. The remaining lines of the entry are indented (hanging indent).
- Reference entries must be double-spaced with no extra space between entries.
- One space follows periods ending a sentence and initials (e.g., B. A)....
 *only one space*

Appendices

- List of terms, definitions, questionnaires and other supplemental information which is useful, but not essential to the body of the research paper may be included in the appendices.
- A current vita is required. The template for appendices and vita is at http://www.siu.edu/gradschl/ETD_templates.htm

(10.31.08)

Workforce Education and Development Alternatives for Master's Degree Research Requirements

Research Alternative	Thesis	Research Paper		
		(Data Gathering Activity)	(Review and Synthesis of Literature)	(Research Project)
Associated Credit Hours	WED 599 (5 hrs)	WED 593 (3 hrs)		
Scope of Research	Topic must relate to workforce education; regional, state, national, international	Topic must relate to workforce education: scope as required by the topic but usually local	Topic must relate to workforce education	Creative project relating to workforce education (Curriculum Development, Business Plan, Needs Assessment)
Number of References	35+ (75% scholarly)	25+ (75% scholarly)	50+ (75% scholarly)	20+ (50% scholarly)
Statistical Analysis	Descriptive and inferential	Basic descriptive	NA	NA
Format/Organization	5 Chapters Introduction Literature Review Research Method Findings Summary./Conclusions/Recommendations	5 Chapters Introduction Literature Review Research Method Findings Summary/Conclusions/ Recommendations	3 or 4 Chapters Introduction Research Method (Including Problem) Literature and Research Summary/conclusions/Recommendations	1+Chapter(s) (Could be a simple manuscript with project attached) Introduction Literature Review Project
Paper Submission	An electronic copy of the thesis must be submitted to the SIUC Graduate School by the date identified for the semester in which the student is graduating. A print copy must be submitted to the Department's Office of Graduate Programs.	A print copy to the Department five weeks before the end of the semester in which the student is graduating.		
Oral Defense	Presentation on the thesis research to faculty advisor and two committee members. The thesis committee members will provide suggestions for improvement and will ask conceptual questions during the oral defense.	Presentation to WED 593 Instructor and a reader selected by the student and approved by the instructor. Reader must have expertise in topic and an earned master's degree. Reader and instructor will provide suggestions for improvement and will ask conceptual questions during the oral defense.		