

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

THE UNIVERSITY OF SOUTH ALABAMA

Field Project Proposal and Field Project Paper Guide

Office of Graduate Studies

March, 2015

I. INTRODUCTION

The Ed.S. Field Project differs from any other investigation only insofar as the Field Project relates specifically to the investigator's immediate function and professional concerns. The Field Project, in contradistinction to the typical research problem, usually seeks to resolve a problem or to create a novel situation for bringing about an improved procedure or operation in the investigator's immediate field site, in short: it is *action research*.

A. **Description of Administrative Roles:** All of the individuals involved in the development/approval of a Field Project must be members of the graduate faculty. A Committee and Committee Chair must be appointed by the College of Education Director of Graduate Studies before a student may proceed with development of a Field Project proposal (see form).

1. **Chair of Field Project Committee:** The Committee Chair must be a member of the Graduate Faculty. The Committee Chair is responsible for the overall supervision of the project. The Chair makes the student aware of the rules and regulations concerning development of the project and final document. The Chair meets regularly with the student to monitor progress of the project and schedules committee meetings. The Chair is responsible for proofreading the proposal and drafts of the Field Project for style, format, and correctness and validity of the content.
2. **Members of the Committee:** The members of the Committee determine the appropriateness and quality of the study. The minimum number of members for a Field Project committee is two; in addition to the Committee Chair. There is no maximum number. All Committee Members must be members of the Graduate Faculty. Committee members read the proposal carefully and consider the adequacy of the study regarding topic selection, feasibility, study design, importance of the study, impact on the field and preparedness of the student. The committee members assist the chair in proofreading the proposal and drafts of the Field Project for style, format, and correctness and validity of the content
3. **Department Chair:** The Department Chair determines if the study as proposed in the proposal is feasible in terms of utilization of facilities, resources, financial commitments, materials and equipment. The Department Chair also determines if the study is appropriate in terms of departmental policies and procedures. The signature of the Department Chair on the proposal approval page verifies that the Department has all of the resources needed to complete the study. The signature of the Department Chair on the final Field Project verifies that the document is consistent in style, format, and content with professional expectations of the department and discipline.
4. **Director of Graduate Studies:** The Director of Graduate Studies reviews documents to see that:
 - a. appropriate administrative procedures have been followed in the development, completion, and approval of the proposal and the Field

- Project;
- b. procedures and approval for protection of human/animal subjects are appropriate and were properly implemented; approval for studies involving humans and animals can be acquired from the Institutional Review Board in CSAB 138, phone 460-6308.
(www.southalabama.edu/researchcompliance/humansubjects.html);
 - c. the study is acceptable in terms of College policies and procedures. The Director coordinates projects between departments within the College.

B. Field Project Development and Approval Process

1. Committee Selection

Because of the individualized nature of the advanced graduate program, students must work with their advisors who will act as the designated chairperson of their graduate program (until a different person agrees to chair the study) on a regular and direct basis. The chairperson of the graduate committee may elect to transfer the responsibilities of chairing the Field Project to another qualified faculty member. Such a decision is to be made jointly, by student and advisor, at the time the student is advised into IDE 692 or during IDE 692. During the course of the Research Project Seminar, IDE 692, each student will identify a Field Project Committee of at least two (2) professors, in conjunction with their project chairperson. These committee members must be members of the graduate faculty and should be selected according to the content and methodology of the research proposed. Committee members are resources to the candidate and will advise and monitor the proposed research being developed in the course (IDE 692). The candidate should discuss the proposed research with the faculty members and invite the members to serve on the committee, usually during a face-to-face meeting. Committee service is voluntary for the faculty. Where the proposal is developed as part of IDE 692, the research seminar, the seminar professor may or may not be a member of the committee for the candidate's Field Project. The product of the course may still require additional work to meet the committee's criterion for approval, but the course instructor alone is responsible for assigning the final course grade.

a. Committee Roles

- i. The **Chair of the Committee** must be a member of the Graduate Faculty. The Committee Chair is responsible for the overall supervision of the project. The Chair makes the student aware of the rules and regulations concerning development of the project and final document. The Chair meets regularly with the student to monitor progress of the project and schedules committee meetings. The Chair is responsible for proofreading the proposal and drafts of the final project for style, format, and correctness and validity of the content.

- ii. **Members of the Committee:** The members of the Committee determine the appropriateness and quality of the study. The minimum number of members for a Field project committee is two, in addition to the chair. Committee members must be members of the Graduate Faculty. Committee members read the proposal carefully and consider the adequacy of the study regarding topic selection, feasibility, study design, importance of the study, impact on the field and preparedness of the student. The committee members assist the chair in proofreading the proposal and drafts of the final project for style, format and correctness and validity of the content

b. Committee Function

Scheduling of committee meetings can become problematic because of the diverse schedules and responsibilities of faculty members. You should not expect last-minute arrangements to be successful nor should you expect a rapid turn-around time in obtaining feedback from the committee. By the very nature of their structure and composition, committees require time to adequately consider and respond to students' work. Committee members should be given at least 2 weeks to read and comment upon Field Projects and proposals. The student must serve as the communications link between the committee members and the proposal development process. The committee chair is the primary point of contact between the committee and the student-researcher, but the student has the primary responsibility to ensure coordination and communication.

2. **Development of the Proposal:** The proposal is a written document that:
 - a. presents the problem or topic to be treated in the final document (Chapter I - Introduction),
 - b. reviews the existing body of knowledge related to the topic (Chapter II – Review of the Literature),
 - c. describes how the project will be carried out (Chapter III - Method),

The Field Project Proposal must be developed and approved prior to beginning the project itself. Due to program preference, the proposal is to be developed in a separate research seminar. Students develop their proposal in IDE 692. The proposal will be submitted in narrative form, typed, and following the formatting rules of the *American Psychological Association (APA) Manual*, current edition. The proposal will be preceded by an approval page and a title page (see Appendix III).

3. Proposal Defense

The proposal is presented in written form to the Committee. An oral defense of the project proposal is required. The candidate will submit enough copies of the approved proposal to the committee chairperson to supply each committee member. The proposal signature page is shown in

Appendix III. It requires the signatures of the Chair of the Committee and the members of the Committee after the defense.

4. Approval of the Proposal

Official approval of the proposal requires the signatures of the candidate's committee, the Department Chair, and the Director of Graduate Studies and Research on one copy of the proposal. This signed copy of the proposal will be returned to the Committee Chair by the Director of Graduate Studies and Research. The Field Project signature page must be signed by **all** parties before the project is initiated. After the proposal is officially approved, IRB approval must be obtained, if necessary. The committee chairperson and the student have the responsibility of attaining IRB approval. The candidate must also submit to the committee chairperson a copy of the abstract, along with any test instruments, for transmittal to the Director of Graduate Studies if assistance is needed in coordinating activities with the public schools. Approval for the research often requires approval from the school system in which the research will be conducted, before IRB approval is given.

5. Development of the Field Project Report: Any subsequent deviations in the conduct of the study from those presented in the approved proposal must be approved by the Committee and the IRB as appropriate. After the study has been completed, the proposal is used to form the basis for the final document. The final document is a written manuscript which after the defense:

- a. presents the problem or topic to be treated (Chapter I - Introduction),
- b. reviews the existing body of knowledge available on the problem or topic (Chapter II – Review of the Literature),
- c. describes how the study was completed, including specific description of subjects, procedures, equipment, materials, and other information pertinent to the study (Chapter III - Method),
- d. describes the results obtained and presents a thorough analysis of the results (Chapter IV - Results), and
- e. discusses the implication of the study and the impact of the study on the existing body of knowledge (Chapter V – Discussion and Summary).

An oral defense of the Field Project is required. Committee members should be given at least 2 weeks to read and comment upon Field Projects. The candidate will submit enough copies of the approved proposal to the committee chairperson to supply each committee member. The final project signature page is shown in Appendix IV. It requires the signatures of the Chair of the Committee and the members of the Committee.

6. Office of Graduate Studies Review and Approval

- a. First Submission check prior to final approval is mandatory. The Office of Graduate Studies will furnish a first submission check of the final draft (one copy only) of the Field Project provided the following four conditions are met.

- i. The Field Project must have been reviewed by the committee and accepted as “final,” as indicated by signatures on the signature page.
- ii. An originality review (turnitin.com or similar review) of the document indicates that it is free of plagiarism and sources are properly cited and referenced as indicated by the Committee Chair’s signature on the originality report.
- iii. An electronic copy of the document is submitted with the approved copy.
- iv. The Field Project must be delivered to the Office of Graduate Studies by the deadline published at: <http://www.southalabama.edu/colleges/coe/gradschool/resources/reviewdates.pdf>. **Submission of a Field Project after this date will result in the student not completing the project that semester.**

The student should not make final copies of the document until given permission by the Office of Graduate Studies.

- a. Contents Required: All finished documents must have the applicable preliminaries, text, and reference materials in order to be accepted by the Office of Graduate Studies. Detailed discussion of formatting follows in Section II of this manual and sequencing of contents in Section III
- b. This first submission review encompasses margins, pagination, format, and organization for conformance to standards as set forth in this manual. If misspelled words or grammatical errors are noticed, these will also be pointed out, but this service should in no way be perceived as proofreading or editing of the document. A checklist of the most common style and format errors and problems seen in Field Project drafts is contained in Appendix VII. This checklist is provided to assist students and their advisors, and if followed, should result in a more accurate final draft. This will reduce the effort required of the student in the correction process and the amount of detailed comment that the Office of Graduate Studies will have to make. In addition, the final draft document will be read and reviewed for thoroughness and quality of scholarship and presentation (Items 2a-2f above).
- c. A “good faith” effort to make all corrections and to address any comments or questions of the Office of Graduate Studies must be clearly evident in any subsequent submissions of the document to the Office of Graduate Studies. If this is not apparent (in the early pages many errors remain), the document will be returned to the student without complete review and until such “good faith” efforts are evident. This will obviously delay final approval and may affect the actual graduation date.
- d. Departmental 699 Credit: The student must be enrolled in at least one credit hour of EEC, EDL, SEC or SPE 699 during the semester in

which the student completes his/her graduate degree.

II. DISTRIBUTION, FORMAT, AND STYLE

The purpose of this section is to acquaint students with the guidelines for the Field Project's format established by the Office of Graduate Studies of the College of Education of the University of South Alabama. The requirements described in this manual must be met as a minimum in order to receive the approval of the Director of Graduate Studies.

Individual programs may have various additional requirements and may also specify in greater detail those requirements contained in this manual. Students should first learn from their own graduate committee what, if any, special requirements apply, and then, taking these into consideration, prepare the document in accordance with the instructions of these manual and other appropriate style manuals.

A. Number of Copies and Distribution of the Document

1. Three copies are required by the Office of Graduate Studies. All copies should be brought to the Office of Graduate Studies Office. Additional copies may be required by the department or may be produced at the student's option for personal use. Once approved and signed, the student will distribute these copies to the Committee Chair and the Committee Members.

B. Paper, Ink and Duplication

1. **Paper.** The paper for the Field Project must conform to the following requirements:
 - a. Color: white (NO off white).
 - b. Size: 8 ½ by 11 inches.
 - c. Any good quality Xerographic paper.
2. **Text, Tables and Figures Must Be Presented in Black Ink Only.** Use line types, symbols, shading and patterns to distinguish between data.
3. **Duplication Processes and Materials.** The original printed copy is not required.
 - a. Computer printouts of deposit copies are acceptable providing they meet all the requirements stated in 1 and 2 above. In addition, all computer typing must be of letter quality. The letters must appear fully formed and the type style must be legible and unambiguous. Questions about what is acceptable or not should be addressed to the Office of Graduate Studies
 - b. Photocopying may be done on any good quality photocopy machine using paper meeting the requirements of the Office of Graduate Studies.

C. Preparation of Manuscript

1. Text

- a. Original signatures on the approval page must be in **black ink**. The Field Project Signature Page sample is found in Appendix IV. The document must be signed by the Chair of the Committee, the members of the Committee, and the Director of Graduate Studies.
- b. Printing must be done on ink jet or laser printers.
- c. The general text shall be of a consistent font using a standard Roman or serif type font type. Acceptable serif type font styles may include Times New Roman, Courier New, and Century Schoolbook. Script type styles or other artistic styles of fonts are not acceptable, except that italics may be used when appropriate. For figures and tables, sans-serif type fonts such as Arial and Helvetica are strongly encouraged.
- d. The general text shall be in a font size of 12 point. All symbols shall be from an acceptable font. No free-hand drawn symbols will be allowed. Text in figures and in tables must be readable, and the font size shall be no smaller than 9 point.
- e. Material must be printed on one side of the paper only.
- f. Only word processing is acceptable for the preparation of the original document. The following requirements must be met:
 - i. The final document must meet all of the criteria established in this manual.
 - ii. Only left justification is accepted. Full justification is not acceptable.

2. Spacing

The general text of the manuscript shall be double spaced.

Paragraph indentions shall be 5 spaces.

3. Margins

- a. Top edge: 1 inch (Except for major headings - see d. below)
Right side: 1 inch
Left side: 1.5 inches
Bottom edge: 1.25 inches
- b. Typing should not extend more than one single line below the bottom margin line and only then to complete a footnote or a last line of a chapter, subdivision, or figure caption.
- c. If the last line of a paragraph is the top line of a new page, it should be at least half of a full line in length. If it is shorter than half a line, follow the directions in b. above.
- d. The first page of every major division of the document must have a two-inch margin at the top above the heading.
- e. All Tables and Figures, including their captions, must conform to margin requirements.

4. Page Numbering

- a. With the exception of preliminary pages, two options exist for placement of all other numbered page numbers. One option is to place the number ½ inch from the top edge of the page in the upper right-

hand corner flush with the right margin. The second option is to center the page number in the bottom margin ½ inch from the bottom edge of the paper. Placement must be consistent.

- b. The Preliminary pages are numbered in consecutive lower case Roman numerals. These should be centered at the bottom, regardless of the option chosen above.
 - 1) The Signature Page is neither counted nor numbered.
 - 2) Copyright Page (if used) is neither counted nor numbered.
 - 3) The Title Page at the front of the document is considered to be page i, however, the number is not typed.
 - 4) Roman numeral ii appears on the first page to follow the Title Page.
- c. The Text and all Reference pages, including the Appendices, are numbered consecutively in Arabic numbers, beginning with 1 on the first page of the text.
- d. Every page on which any typing or drawing appears has a number, except
 - i. The Title Page at the front of the document which is counted but not numbered;
 - ii. Cover sheets (examples: cover sheets preceding the Reference List, the Appendices and the Biographical Sketch) are neither numbered nor counted.
- e. The position of the page number is not altered by horizontal or vertical placement of the Table or Figure

5. **Subdivisions**

- a. The Office of Graduate Studies requires the internal organization of the document text to conform to the chapters described previously. However, there are not requirements for sections within chapters (except for those required by APA for a Methods section as in Chapter III). The requirements are only that the student uses some standard scheme of organization and that one system be used consistently throughout the document. The wording and format of the subdivisions in the text should be identical to the Table of Contents listing. An example of the listed Table of Contents is in Appendix I, Sample A. Divisions and subdivisions should be introduced by brief descriptive headings which, by variations of format, indicate the relative importance of the text divisions. That same relative importance should be reflected in the Table of Contents listing. **APA style headings should be used for the Field Project.**

6. **Notes and References**

Students will follow APA's rules for notes and references.

D. Table and Figures

Dot matrix figures or tables from computer printouts are not acceptable.

1. Definitions

- a. “Table” is generally used to designate tabulated numerical data or text in the body of the document and in the Appendices.
- b. “Figure” is generally used to designate other non-verbal material (such as graphs or illustrations) included in the body of the document and in the Appendices.

2. Preparation of Tables and Figures

- a. Tables and Figures should be prepared in a manner that would be acceptable for publication in professional journals appropriate for the subject. If there is no established format in the professional journals, the following guidelines should be used.
- b. Regardless of the process used to duplicate the document, all Tables and Figures used in the text must be on paper meeting the requirements stated on page 10.
- c. The whole Table or Figure, including the caption, must be placed on the page within the prescribed margins, unless the caption is too long, in which case, see “Captions of Tables and Figures,” section 4.
- d. The bottom of a Table or Figure usually faces the lower edge of the page on which it appears; however, if because of its size and format it requires horizontal placement, the bottom of the Table or Figure faces the outer edge of the page. For directions about the placement of numbers and captions and about page numbering, see section 4.
- e. Tables and Figures of a half-page or less in length may appear on the same page with the text, separated from the text above and below by triple spacing; if larger than half-page, they are better placed on separate sheets.
- f. Two or more small Tables or Figures may be grouped together on a single page.

3. Numbering of Tables and Figures

- a. Tables and Figures are numbered in separate series. Each Table and Figure, including any in the Appendices, must have a unique number in its own series. The numbers in each series must appear in consecutive order in the document.
Tables and Figures in the Appendices may use numbering such as A1, A2, A3, etc., for each series.
- b. Follow APA rules for naming, labeling, and typing tables.

4. Captions of Tables and Figures

- a. Captions or titles of Tables and Figures should conform to APA style. The identical wording from the first sentence used above each Table and below each Figure must be repeated in the List of Tables and List of Figures (See Appendix I, Samples B and C).
- b. Every Table must bear a number and a caption. See APA for formatting.
- c. Every figure must include a number and a caption. See APA for

formatting.

- d. If the number and caption are placed on a facing page, the caption is centered slightly above the middle of the page. The number of the Table or Figure must appear both with the caption and with the Table or Figure.
- e. Horizontal or vertical position of Captions and Numbers of Tables and Figures is always the same as the positioning of the Tables or Figures themselves

III. ARRANGEMENT OF CONTENTS

All Field Projects are composed of three parts: The Preliminaries, the Text, and the Reference Material. Each part has several sections which must be arranged in the following order.

A. The Preliminaries

1. **Signature Page**

The Field Project Signature Page sample (Appendix IV) should be used as a model. The date should be that of the last month of the semester in which the student completes his/her graduate degree (the semester ends when grades are due).

2. **Copyright Page** (if applicable)

The student is advised, if quoting extensively from copyrighted material, to obtain permission from the author or publisher, whichever holds the copyright. Such permission is usually granted on condition that attribution is included in the text. If payment is required, this is the student's exclusive responsibility. The student should be very sure that all copyright permissions are obtained before submitting the document for approval. **YOU WILL PROBABLY NOT NEED THIS**

3. **Title Page**

The Title Page sample (Appendix V) should be used as a model. The date should be that of the last month of the semester in which the student completes his/her graduate degree (the semester ends when grades are due).

4. **Dedication**

- a. Optional.
- b. If used, make it brief. Centered in the middle of the page. No heading is necessary.
- c. If used, number the dedication page ii.

5. **Preface or Acknowledgments**

- a. These pages are also optional, but most documents do include a brief statement of thanks for, or recognition of, any special assistance.
- b. The heading **Acknowledgments**, in capital letters, is centered

without punctuation 2 inches from the top of the page; the text begins on the 4th line below the heading

- c. The first page of the Acknowledgments is numbered in lower case Roman numerals beginning with iii unless no dedication page is used. Subsequent pages are numbered consecutively using lower case Roman numerals.
- d. For material appropriate to a Preface consult a manual or reference appropriate to the student's field of study.
- e. The heading PREFACE, in capital letters, is centered without punctuation 2 inches from the top of the page; the text begins on the 4th line below the heading.
- f. These pages are numbered in lower case Roman numerals.

6. **Table of Contents** (Appendix I See Sample A.)

- a. The heading **Table of Contents**, in APA heading level 1 style, is centered without punctuation 2 inches from the top of the page; the listing begins at the left margin on the 2nd line below the heading. The entire Table of Contents is double spaced.
- b. All material following the Table of Contents is listed in it. No preceding material is listed.
- c. The titles of parts, sections, or chapters, and their principal subdivisions should be listed in the Table of Contents and must be worded **exactly** as they appear in the body of the document.
- d. The Table of Contents pages are numbered in lower case Roman numerals.
- e. When Tables and/or Figures are placed in a single collection at the end of the work, the inclusive headings for both Tables and Figures should be included as an item in the Table of Contents, e.g.

Appendix I: Tables 1-12.....110

Appendix II: Figures 1-10..... 122

Any Tables and/or Figures dispersed throughout the text should have a separate listing as described in sections 7 and 8.

7. **List of Tables** (See Appendix I Sample B)

- a. The heading **List of Tables**, in APA heading level 1 style, is centered without punctuation 2 inches from the top of the page; the listing begins at the left margin on the 2nd line below the heading. The entire List of Tables is double spaced.
- b. The List of Tables uses exactly the same numbers and captions (first sentence) that appear above the Tables in the text or in the Appendices.
- c. The List of Tables pages are numbered in lower case Roman numerals.
- d. This section is listed in the Table of Contents.

8. **List of Figures** (See Appendix I Sample C)

- a. The heading **List of Figures**, in APA heading level 1 style, is

centered without punctuation 2 inches from the top of the page; the listing begins at the left margin on the 2nd line below the heading. The entire List of Figures is double spaced.

- b. The List of Figures uses exactly the same number and captions (first sentence) that appear below the Figures in the text and in the Appendices.
- c. The List of Figures pages are numbered in lower case Roman numerals.
- d. This section is listed in the Table of Contents.

9. **Abstract**

- a. The heading Abstract in APA heading level 1 style, \ is centered without punctuation 2 inches from the top of the page; the first paragraph begins on the 2nd line below the heading.
- b. The first paragraph is single-spaced. It must contain the candidate's name as it appears on the Title Page, but with the last name first; the abbreviation of the degree; the name of the institution granting the degree; the date (last month of the semester in which the student completes their graduate degree); title of the document (wording and punctuation to agree exactly with the Title page), name of the Chair of the Committee.

Sample:

Brown, John Henry, Ed.S., University of South Alabama, May 2010. The Effectiveness of the Schools to Work Initiative. Chair of Committee: Dr. William Jones or William Jones, Ph.D.

- c. Follow this first paragraph with a double-spaced statement of the problem, a brief exposition of the research, and a condensed summary of the findings. Do not use diagrams, lengthy equations, or any kind of illustration, and do not use superscripts or subscripts.
- d. The maximum length is 200 words.
- e. The Abstract pages are numbered in lower case Roman numerals.

B. The Text

- 1. **Chapter I - Introduction:** presents the problem or topic to be treated,
 - a. **Introduction**
 - i. This is the opening statement of the first chapter or of the document. It requires no special treatment.
- 2. **Chapter II - Review of the Literature:** reviews the existing body of knowledge available on the problem or topic.
- 3. **Chapter III - Method:** describes how the study was completed, including specific description of subjects, procedures, equipment, materials, and

- other information pertinent to the study,
4. **Chapter IV - Results:** describes the results obtained and presents a thorough analysis of the results, and
 5. **Chapter V - Discussion and Summary:** discusses the implication of the study and the impact of the study on the existing body of knowledge

C. **The Reference Material**

1. **Reference List**

- a. The section begins with a cover sheet bearing the heading References, in APA heading level 1 style, centered on the page both vertically and horizontally, without punctuation. This page is neither counted nor numbered.
- b. The heading is repeated on the first page of the references, 2 inches from the top, in APA heading level 1 style, and without punctuation. The list of references begins on the 2nd line below the heading.
- c. Standards for the presentation of references can be found in the APA manual. Remember references are double spaced.

D. **Appendices** (optional)

1. Some students will not need to include this division. It is usually added to contain supplementary illustrative material, original data, and quotations too long for inclusion in the text or not immediately essential to an understanding of the subject.
2. This section is separated from the preceding material by a cover sheet bearing the heading Appendices, in APA heading level 1 style, (or, if there is only one, Appendix) centered both horizontally and vertically without punctuation. This sheet is neither counted nor numbered.
3. The Appendices may be divided into Appendix A, Appendix B, etc., depending on the kinds and amounts of materials used. These divisions should be identified with APA level 1 headings.
4. Each Appendix with its title, if it has one, should be listed separately in the Table of Contents as first order subdivision under the heading Appendices.
5. Tables and Figures in the Appendices must be numbered and captioned and also listed in the List of Tables and List of Figures in the Preliminaries.

E. **Biographical Sketch**

1. This section is separated from the preceding material by a cover sheet bearing the heading Biographical Sketch, in APA heading level 1 style, centered both vertically and horizontally without punctuation. This sheet is neither counted nor numbered.
2. The heading is repeated on the page containing the material with the words Biographical Sketch centered 2 inches from the top of the page; the text begins on the 2nd line below the heading

3. The Biographical Sketch is a biography of the student written in the third person. Among its details should be the place and date of birth. Samples of a Biographical Sketch are included in Appendix VI.
4. The information should be limited to one double-space typed page and may be presented in essay or in outline form. Examples of each are in Appendix VI.
5. The Biographical Sketch is the final item in the document. The page is counted and numbered, and is listed in the Table of Contents.

II. GENERAL INFORMATION

A. Assistance in Preparation of Theses and Dissertations

1. Composition

This guide assumes that the student has an adequate command of the English language and its construction, spelling, and usage. Assistance, if needed, should be found in standard dictionaries and handbooks of composition or in consultation with the University Writing Lab. It is the student's responsibility to present to the committee chair a manuscript free from error. If a typist is employed, the student should not rely on that person for editing.

2. Keyboarding

The student should become thoroughly familiar with the requirements of this manual. The student alone is responsible for the appearance, form, and content of the manuscript.

3. Review and Revisions

- a. Ordinarily the document will be revised after the committee has read it and the student has presented the defense. While revision is expected, the student should submit his/her best writing efforts in the document provided to the committee for the defense. It should contain all elements, e.g., figures, appendices. The student should present the document to the Committee Chair at various stages of completion for guidance. Normally, the student will prepare an individual copy for each committee member. The student should check with the Committee Chair if there is a need to deviate from this.
- b. The student is responsible for proofreading the document prior to submitting the final, signed copy to the Office of Graduate Studies. The student is responsible for handing in errorless copies.

Appendix I – Sample Table of Contents, List of Tables, List of Figures

Sample A

Table of Contents (*centered, bold, major words capitalized, 2” top margin*)

(Double space between heading and Page)

	Page
List of Tables	iii
Abstract	vi
Chapter I – Introduction	1
Statement of the Problem	1
Definitions	8
Chapter II - Review of the Literature	12
Theoretical Base	12
Control Study	21
Chapter III – Methodology	24
Subjects	24
Group Descriptions	28
Chapter IV - Results and Discussion	45
Results	45
<i>Explanation of Data</i>	45
<i>Experimental Results</i>	49
Discussion	58
Chapter V - Summary, Conclusions, and Recommendations	62
Summary	62

Conclusions	64
References	69
Appendix	71
Biographical Sketch	80

Sample B

List of Tables (centered, bold, major words capitalized 2" top margin)

(double space between heading and words Table/Page)

Table	Page
1 Weight gain comparison in children fed test diets	12
2. Basic receipt for noodles with variations	21
3. Relation between increased fish protein concentrated (FPC) or soy flour and increased protein content in noodles (four replications).....	24
4. Percentage of protein per 100 grams of sample on dry basis	26
5. Relation between increased fish protein concentrate and increase of protein content in biscuits.....	26
6. Mean taste panel scores for noodles containing varying percentages of fish protein concentrate and/or soy flour.....	28
Appendix	
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7. Score sheet used for organoleptic evaluation of noodles with FPC and soy flour	42
8. Nitrogen content of noodles with various amounts of FPC and soy flour by macro-Kjeldshi method.....	43
10. Moisture loss of noodles with FPC and soy flour during drying in the vacuum over for 15 hours	46
10. Mean taste panel scores for noodles with FPC and soy flour.....	49

Note: Appendix Tables may also be numbers A1, A2, A3, etc. (However your tables are numbered in your appendices)

Sample C
List of Figures (centered, bold, major words capitalized, 2" top margin)

(double space between heading and words Figure/Page)

Figure	Page
1. The Fractionation of RNA in Sodium Acetate Solutions.....	16
2. Initial Reaction Rate as a Function of LMW RNA Concentration.....	20
3. The Purification of LMW RNA with DEAE-Cellulose: Its Effect on Aminoacylation of tRNA	23
4. UV Scan of Pea Root LMW RNA	27
5. The Hydrolysis of LMW RNA with Snake Venom (Russell ' s Viper).....	39
6. The Presence of Cytokinin Activity in Pea Root LMW RNA	43
7. A Comparison of Lysly-Synthetase Extracted from Fresh and Frozen Tissue	46
8. The Effect of LMW RNA and Amino Acid concentration on Total amount of tRNA Acylated	51
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Figure	
9. The Synthetase Activity of the Protein Absorbed on Various Amounts of Calcium Phosphate Gel.....	88
10. The Fractionation of the Synthetase.....	89

Note: Appendix Figures may also be numbers A1, A2, A3, etc. (However your figures are numbered in your appendices)

Appendix II

Instructions for Leaders used in Table of Contents, List of Tables and List of Figures in Microsoft Word 2007

1. Type the subdivision headings on the Table of Contents, List of Tables, and List of Figures pages.
2. Turn on the Ruler (under View).
3. Click on the tab icon in the upper left corner of the Ruler and drag a tab stop onto the Ruler.
4. On the Ruler, double click on the tab stop that was added.
5. On the menu that pops up, clear all tabs then type 6" in the tab stop position box
6. Leave default tab stops at 0.5"
7. Set alignment to "right"
8. Set leader to "2...."
9. Click on "Set", then "OK"
10. Go back to the document and hit the Tab key after what you typed in step 1.
9. The leaders (dots) will automatically go to the right of the page
10. Place the page number at the end.

You can also use the headings in the document to set up the Tables of Contents using the References menu.

Appendix III
Field Project Proposal Signature and Title Pages Sample

THE UNIVERSITY OF SOUTH ALABAMA
COLLEGE OF EDUCATION

[TYPE TITLE HERE IN ALL CAPITAL LETTERS AND CENTERED]

BY

[Your name here, name is the same throughout documents]

A Field Project Proposal

Submitted to the Graduate Faculty of the
College of Education
University of South Alabama
in partial fulfillment of the
requirements for the degree of

Educational Specialist

in the

Department of Leadership and Teacher Education

[type the month and year of the proposal defense here]

Approved:

Date:

Chair of Project Committee: [type name w/degree or Dr.]

Committee Member: [type name w/degree or Dr.]

Committee Member: [type name w/degree or Dr.]

Chair of Department: [type name w/degree or Dr.]

Director of Graduate Studies: [type name w/degree or Dr.]

[INSERT YOUR TITLE HERE USING ALL UPPERCASE LETTERS AND
REMOVING THE BRACKETS]

A Field Project Proposal

Submitted to the Graduate Faculty of the
College of Education
University of South Alabama
in partial fulfillment of the
requirements for the degree of

Educational Specialist

in the

Department of Leadership and Teacher Education

by

[Your name here same as before]

[bachelor's degree initials, place, date awarded]

[Insert the month and year of the proposal defense here]

(This page is assumed page i, however, this page is not numbered)

Appendix IV
Field Project Signature Page Sample

THE UNIVERSITY OF SOUTH ALABAMA
COLLEGE OF EDUCATION

[INSERT YOUR TITLE HERE USING ALL UPPERCASE LETTERS AND
REMOVING THE BRACKETS]

BY

[Type your name here as you will have it throughout document]

A Field Project

Submitted to the Graduate Faculty of the
College of Education
University of South Alabama
in partial fulfillment of the
requirements for the degree of

Educational Specialist

in the

Department of Leadership and Teacher Education

[Insert the month and year that the semester ends here]

Approved:

Date:

Chair of Committee: type name w/degree or Dr.

Committee Member: type name w/degree or Dr.

Committee Member: type name w/degree or Dr.

Chair of Department: type name w/degree or Dr.

Director of Graduate Studies: type name w/degree or Dr.

Appendix V
Title Page Sample

[INSERT YOUR TITLE HERE USING ALL UPPERCASE LETTERS AND
REMOVING THE BRACKETS]

A Field Project

Submitted to the Graduate Faculty of the
College of Education
University of South Alabama
in partial fulfillment of the
requirements for the degree of

Educational Specialist

in the

Department of Leadership and Teacher Education

by

[Your name here same as before]

[bachelor's degree initials, place, date awarded]

[Insert the month and year that the semester ends here]

(This page is assumed page i, however, this page is not numbered)

Appendix VI

Biographical Sketch Examples

Biographical Sketch is centered 2" from the top of the page in bold with a capital B and S. The text starts on the 2nd line below the heading. Only one page is allowed for the biographical sketch. The biographical sketch is double spaced. The student chooses the essay or the outline format.

ESSAY FORMAT:

Jane Doe was born in Ocean Spring, Mississippi, on June 3, 1973. She graduated from Spring Hill College, Mobile, Alabama, *summa cum laude* with a B.S. in psychology in 1995. A graduate assistantship was awarded to Jane during her second year at the University of South Alabama, and she was also selected as the Outstanding Psychology Graduate Student of the 2002 class. Jane is married to John Doe of Sioux Falls, South Dakota.

OUTLINE FORMAT:

Name of Author: Jane Doe

Place of Birth: Ocean Springs, Mississippi

Date of Birth: June 3, 1973

Graduate and Undergraduate Schools Attended:

University of South Alabama, Mobile, Alabama

Springhill College, Mobile Alabama

Degrees Awarded:

Master of Science in Psychology, 2002, Mobile, Alabama

Bachelor of Science in Psychology, 1996, *summa cum laude*,

Mobile, AL

Awards and Honors: Graduate Assistant, 2001

Outstanding Psychology Graduate Student, 2002

Appendix VII

Checklist for Field Project

1. Field Project Signature Page is the same format as in the Guide (p. 22 or 25).
2. The month on the Research Study approval page is the last month of the semester in which the student completes his/her graduate degree (p. 22 or 25).
3. The format and spacing of the Title Page is exactly as in the Guide (p. 23 or 27).
4. The date is correct on the title page (p. 23 or 27).
5. The word **Abstract** is in bold with the first letter capitalized, two inches from the top of the page (p. 13)
6. The first paragraph of the abstract begins on the 2nd line below the heading (p. 13).
7. The abstract contains (p. 13):
 - the candidate's name, last name first;
 - the abbreviation of the degree;
 - the name of the institution granting the degree;
 - the date is the month the student completes his/her graduate degree: Month,
year
 - the title of the document exactly as it appears on the title page;
 - the name of the Chair of the Committee.
8. The abstract length should be no more than 200 words (p. 13).
9. Margins are correct (p. 8).
 - right side is 1 inch;
 - left side is 1 ½ inch;
 - bottom edge is 1 ¼ inch;
 - major division heading has a 2" top margin;
 - all other - top edge is 1 inch.

10. Page numbering conforms to type and format as described in Guide (p. 8-9): preliminary pages are numbered with Roman numerals, centered, ½ inch from bottom of page; text pages are numbered with Arabic numerals, either ½ inch from the top, flush with right hand margin, or centered, ½ inch from bottom of page.
11. All paragraph indentions are 5 spaces (p. 8).
12. No writing, white-out, or obvious typos are in the manuscript.
13. Headings and subheadings are consistent with APA formatting.
14. Textual references appear in reference list with names, dates and page numbers exactly matching.
15. References are entitled **References**.
16. References should have a cover page neither counted nor numbered with **References** centered in the middle of the page (p. 14).
17. Appendices have a cover page neither counted nor numbered with "**Appendices**" (or "**Appendix**" if only one) centered in the middle of the page (p. 14).
18. Appendices follow the correct format according to Manual (p. 14).
19. Biographical Sketch should have a cover page neither counted nor numbered with "**Biographical Sketch**" centered in the middle of the page (p. 14-15).
20. Biographical Sketch format follows the Guide (p. 28-29), and is limited to one page only.
21. Page numbers listed in the Table of Contents, List of Figures, and List of Tables correctly match the page numbers within the document.

22. Numbering and captions of tables and figures are identical in text as they appear in listing.

23. Figures and headings are positioned correctly (p. 10-11).

24. If the caption of a figure is too long to appear at the bottom of the margin, the caption is then centered on the page before the figure. The caption is also facing the figure (p. 11).

25. Figures and Tables are numbered in the order of citation within the text.

26. Words, letters and numbers are clear and legible on all table and figures.

27. Punctuation within quoted material is correct: commas and periods go inside quotation marks, colons and semi-colons go outside.

28. Numbers expressed correctly in text, i.e. as words or numerals.

29. No smudges, copy marks, paste-up lines or other imperfections on any page of any copy.