

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. The guidelines governing the preparation of theses and research papers are determined by the Department of Workforce Education and Development and must adhere to the editorial style guidelines contained in the *American Psychological Association (APA) Publication Manual 6th Edition*.

Thesis

The thesis must follow the official guidelines for organizing materials in a thesis. Refer to:

<https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-guidelines.php>

Human Subjects forms are available at:

<http://ospa.siu.edu/compliance/human-subjects/hsc-forms.php>

- 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.

Nonthesis Research Paper

Research papers can take one of three types: (a) a data gathering activity, (b) a review and synthesis of literature, or (c) research project. Each type is described on page 4. Students must register for WED 593 (Individual Research) the semester prior to their graduation semester to assure a full semester to complete the research. A print copy of the research paper must be submitted to the Office of Graduate Programs (OGP) after making revisions following the oral defense.

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.

Double-Spacing

- Double-space throughout the research paper. Two double-spaces may be used before headings.

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

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 3.03

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

Tables - APA Manual Section 5.08.

- 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 6.03.

- 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: <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-templates.php>.

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: <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-templates.php>.

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 and initials (e.g., B. A.) in reference entries.

↙ *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: <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-templates.php>.

(4/13/10)

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) Hours must be divided over at least 2 semesters.	WED 593 (3 hrs) Must enroll in and complete the semester prior to graduation.		
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	3 Chapters Introduction Literature Review Research Procedure Project
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 the 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.		
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.	Students are required to register for and complete WED 593 the semester prior to graduation. A final print copy must be submitted to the Department by the following semester at least six weeks before the end of the semester.		