

Graduate Program Thesis Guide

Approval of Thesis

Once you have completed your thesis, there will be a series of reviews and revisions of your work. This period of review and revision is an important part of your scientific training. The peer review process results in higher-quality scientific work. Reviews make invaluable contributions to theoretical and analytical aspects as well as in the interpretation of results, and the clarity of the writing.

The review process begins with your major professor. Major professors may wish to review portions of your thesis or wait until you have a completed draft. Frequent communication with your major professor is essential during this phase. Once your major professor has cleared the thesis (often after a number of different revisions), the thesis is sent to your thesis committee for further review. When you receive review comments and suggestions from committee members, you will work with them to satisfy their concerns, questions, and changes. When your major professor and each of your committee members agrees that the thesis is complete, then it is time to schedule your thesis seminar and oral defense examination. During this process of the defense and oral examination, additional issues may arise that result in additional revisions to the thesis. These revisions are made following the defense and oral examination. When the major professor and each committee member approves of these final changes, six copies of the final version are printed, original signatures are obtained from the major professor, all committee members, the graduate coordinator, and the department chair then the thesis is complete.

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Thesis Check-List

1. Have you used the selected journal format and the sixth edition of "Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers" as a guide in writing your thesis?
2. Have you checked for typing, spelling, and grammatical errors?
3. Is the typing clean, neat, and dark?
4. Do all margins conform to the following standards?

At least:

- 1½ inches from left
 - 1 inch from right
 - 1 inch from top
 - 1 inch from bottom
5. Is page numbering consistent throughout? (Refer to Page Numbering)

6. Have you made paper or margin adjustments for any special problems?
 - Illustrations
 - Use of copyrighted material
 - Extra large charts, maps
 - Computer printouts
7. Have you used 8½ x 11 inch, high quality white bond paper in twenty (20) pound weight, 25% cotton fiber?
8. Have you secured original signatures on 25% white bond paper approval sheets (six copies)?
9. Does the date of the thesis title page agree with the month and year that the degree will actually be awarded?
10. Have arrangements for copying the thesis been made well in advance so that the deadline for depositing the thesis can be met?
11. Have you thoroughly proofread the thesis even after duplication/reproduction?

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Detailed Arrangement of the Thesis

1. Fly Leaf (a blank page, no page number)
2. Thesis Duplication Release (Appendix B)
3. Title Page (assumed page number i); the title page should be centered between the 1½" left margin and 1" right margin. On the title page, the following information is listed (Appendix C):
 - a. The title of the thesis
 - b. "A thesis submitted in partial fulfillment of the requirements for the degree of Master of Science in Aquaculture/Fisheries
 - c. The full name of the author (this must be the name on the official student record)
 - d. Previous degree or degrees with the name of the institution and the year awarded
 - e. The month and year in which the degree sought is to be awarded (contact the Graduate Coordinator for the correct month and year)

- f. "University of Arkansas at Pine Bluff"
4. Approval page with the following information (assumed page number ii) (Appendix D):
 - a. "This thesis is approved for recommendation to the Graduate Council"
 - b. Spaces for the signatures of the thesis advisor, members of the advisory committee, Graduate Coordinator, and Department Chair; the approval page of all copies of the thesis must have original signatures. The name of each committee member will be typed directly under each signature.
5. Abstract (actual page number iii)
6. Acknowledgements (actual page number iv)
7. Table of contents with page references (continue page numbering with small Roman numerals) (Appendix E)
8. List of tables (complete title and page number) (Appendix F)
9. List of figures (complete title and page number) (Appendix G)
10. Body of thesis (begin Arabic page numbering and continue consecutively to end of thesis)
11. Literature Cited, (continue Arabic numbering)
12. Final fly leaf (a blank page).

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Introduction

The Department of Aquaculture and Fisheries' Guidelines for Thesis Preparation is intended to assist graduate students organize the results of their research, and present these results in the form of a scholarly document. This Guide will save you heartache, headache, irritation, and delay if you will read it thoroughly and completely, follow the directions carefully, and adhere to all standards and requirements. Do not use previous theses as a sole model for your thesis.

Because the thesis is the culmination of a student's study and learning in a graduate degree program, it should reflect a high level of competency in the area of study. The subject should be current and pertinent to the discipline; the language should be clear and free from jargon; the grammar should be perfect; and the style, format, and quality of paper must meet requirements stated in this Guide.

For your convenience, there is a checklist at the end of the Guide that you can use as a reminder of items that need your attention and a check-off for items you have completed.

If you have any questions or if you are in any doubt at all, please contact your major advisor before you proceed further. We prefer that you ask for information before you proceed, rather than have you proceed in error and be required to make what may be costly corrections and/or adjustments later, and perhaps delay completion of your degree.

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Patents

Defenses of theses which contain information relevant to possible patent applications shall be held in the usual manner with the exception that those portions of these documents which deal specifically with the patent related information will be presented and discussed only after the meeting has been closed to all persons except the candidate and the specifically assigned members of the advisory committee. The meeting will be re-opened when discussion moves to other portions of the work.

Theses containing information relevant to possible patent applications will be made available only to the members of the advisory committee. After the work has been successfully defended, copies will be deposited in the University Library but under special conditions of limited access, i.e., listed in the library catalog but not placed on the shelf, and will be available for access only with the express permission of the department. Such documents will remain in this restricted status until the patents have been applied for, at which time, specific authorization for their release will be given by the Chair of the department.

Graduate Program Thesis Guide Requirements

Paper

All master's theses submitted to the University Library must be presented on 8½ x 11 inch paper in at least twenty (20) pound weight, 25% rag (cotton-content), and acid-free bond. There are no exceptions to this requirement.

Style

The style and format for the thesis must follow the manuscript preparation guidelines for an American Fisheries Society journal (North American Journal of Aquaculture, North American Journal of Fisheries Management, Journal of Aquatic Animal Health, or Transactions of the American Fisheries Society). For matters of style and directions, the student should consult the sixth edition of "Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers". This manual in no way supersedes directions given in this Guide. It answers most of the questions confronting writers; other questions should be referred to the thesis advisor. Each thesis should be divided using sections that are headed sequentially Introduction, Literature

Review, Methods, Results, Discussion, and Literature Cited. These sections may appear in different forms as specified by the selected journal, such as "Methods and Materials" and "Results and Discussion" or with an additional section titled " Summary" or "Conclusions". However, the basic elements of each of these sections must be included in the thesis. If appropriate to the research, a "Study Area" section can be included as a separate section or within the Methods section as per journal format guidelines. Textual or other material must be on only one side of each sheet of paper. If two pages need to face each other, the page facing down should be numbered on its back so that the number will face up (consistent with all other pages).

The Introduction should contain background material that introduces the reader to the problem, a justification for conducting the research, a concise problem statement, and clearly defined objectives. The Literature Review should provide detailed information to the reader regarding all

pertinent research and methodologies in the field of study. The main purpose of the Methods section is to describe the experimental design and then provide enough detail so that experiments can be repeated. This section should also include all statistical analysis used in the study. The data from the research is presented in the Results section. Do not repeat or introduce detailed methods in this section, however an overall description of the experiment before the data is presented is often helpful to the reader. The Discussion section should present the principles, relations, and generalizations shown by the results, point out any exceptions and unsettled points, show how the results and interpretations agree or contrast with previously published work, discuss the theoretical implications and practical applications of the research, clearly state conclusions, and summarize the evidence that supports each conclusion.

Formatting

Type:

The type size must be 12 point and the font must be Times New Roman. Exceptions may be made for:

- Extensive tables, which may use a smaller point size that is still easily readable.
- Formulas, which may use special fonts or italics as required for such elements as mathematical or Greek symbols.
- Chapter headings and subheadings, which may be as much as four points larger than the size used for the text.
- Subscripts and superscripts, which may be smaller than the text font.
- Footnotes, which may be of a smaller font if used consistently throughout the document.

Margins:

- All pages of the thesis must have the following margins:
 - left: 1½"
 - right: 1"

- top: 1"
- bottom: 1"
- Text must be left-justified
- All paragraphs must be indented and this spacing must be consistent throughout the document.
- The only exceptions to the margin requirements are:
 - The first page of each section of the document must leave two inches of white space between the top of the page and the title.
 - Tables and figures may be smaller and centered, thus leaving larger margins.
- Within the exceptions noted above, all tables and figures, including their titles, must conform to margin requirements. Tables and figures may be photographically reduced to meet margin requirements.
- It is not permissible to leave a single line of a paragraph or other subdivision (widow or orphan) at either the bottom or the top of a page.

Pagination:

Page numbering must be bottom center placed 3/4" from bottom of the page. All pages after page one, including chapter title pages, section-dividing pages, appendices, etc., must be consecutively numbered using Arabic numbers.

The duplication release page (Appendix B) is not numbered. The title page (Appendix C) and signature page (Appendix D) are not actually numbered but are allowed for in the numbering sequence. Therefore, the page immediately following the signature page will be numbered 'iii' (lower case Roman numerals) and numbering will continue with lower case Roman numerals until the first text page. All pages after page one, including chapter title pages, section-dividing pages, appendices, etc. and continuing to the final page, must be consecutively numbered with Arabic numerals (i.e., 1, 2, 3, etc.).

Spacing:

The main body of the thesis must be double-spaced. The bibliography should be single-spaced within the item and double-spaced between items. Quotations and equations should be single-spaced and indented.

Tables and Figures:

- Tables and figures must be numbered with Arabic numerals. Identifying numbers must run consecutively throughout the entire document, including the appendices.
- Table titles are placed two lines above the top line of the table.
- Figure titles are placed two lines below the last line or bottom of the illustration.
- Table and figure titles must be single-spaced.
- A table that will not fit on one page may be continued onto subsequent pages with the appropriate notation placed two lines above the continuation of the table (e.g., Table 1. (continued))
- The bottom of a table or figure usually appears at the bottom of the page on which it is printed. When size or format require horizontal placement, the bottom appears at the outer (or right) edge of the paper, with the table or figure facing away from the left margin.
- Tables and figures may appear after the “Literature Cited” section of the thesis or within the “Results” section. If tables and figures appear within the “Results” section they should be located as close as possible to the text describing them. Tables and figures of one-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. A table or figure longer than one-half page should be placed on a separate sheet following the page where it is first referenced.
- Two or more tables or figures may be grouped together on a single page.
- Color should be used only when absolutely necessary.
- Original questionnaires, letters, maps, data sheets, and similar materials to be included in appendices must conform to margin and page numbering specification.

Binding

Do not bind the thesis in any manner. Six copies of the thesis must be submitted in loose-leaf form. The University Library will be responsible for binding the papers

Duplication

Master's theses presented for deposit in the University Library may be machine duplicated/reproduced provided that appropriate methods are used and high standards of quality are maintained. If a thesis is duplicated or reproduced, you must check that all copies are clear and readable and the pages are in the proper placement. The original typed copy must be clear, black, and neat so that it will yield a very clean, distinct contrast between paper and type.

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Special Problems

Use of Copyrighted Material

When any copyrighted material is used extensively, that is, more than 150 words in a direct quotation, the student must conform to all laws pertaining to the use of copyrighted material. This information is located in the Reference section of the library.

Computer Generated Images

Color or black and white computer generated images are acceptable in a thesis and must be printed on the required cotton paper.

Extra Large Pages

Extra large charts, maps, etc., should be folded in a form ready for binding.

Non-Print Materials

These materials include slides, cassettes, compact discs, etc. The student must submit a set with each thesis. Slides must be submitted in covered boxes. Appropriate covers should be provided by the student to protect any cassettes and compact discs that are submitted, and each item should be clearly identified with the student's name and the name or title of the item.

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Submission of Thesis

Six unbound copies of the approved thesis must be submitted to the University Library and a PDF copy to the AFREL librarian. The Thesis Completion Form (Form #11) should be submitted to the graduate coordinator two weeks prior to graduation to ensure that your name is included in the program for the annual commencement ceremonies in May and December. Approval deadlines do not exist for summer semesters. During these semesters the degree award date is variable and is based upon the submission date of the final thesis, submission of the Thesis Completion Form, and processing by Academic Records.

The six copies of the thesis, which are submitted to the University Library, must meet all specified paper and duplication requirements, all format standards, and must not be punched or bound in any way. You should submit your thesis in a covered box.

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Recommended Time Line

One Semester Prior To Graduation

- Pass comprehensive exam
- Complete data collection and all analyses
- First draft of complete thesis to advisor for critical reviews (time can vary depending on the quality of the draft)

Final Semester

- Petition to graduate with registrar
- Thesis to committee members for critical reviews (time varies depending on reviewers comments; suggest allowing at least two months)
- Thesis approved for seminar and defense by committee members (one week prior to seminar and defense)
- Public notification of thesis seminar (one week prior to seminar and defense)
- Thesis seminar and defense
- Final thesis corrections (time varies but can take a month or more)
- Signatures by all committee members, graduate coordinator, and department chair on six copies of the completed thesis
- Notification to Graduate Coordinator/Registrar of thesis completion (April 1st to have your name included in the program for the annual commencement ceremonies in May)
- Six copies of completed thesis to the library (April 1st to have your name included in the program for the annual commencement ceremonies in May)

Aquaculture/Fisheries Graduate Program

Thesis Guidelines

The thesis guidelines can be viewed in two different forms. Below you may view the entire thesis guidelines in a PDF file, or you may view individual sections in html format. Please remember that in order to view the PDF file you must have Adobe Acrobat. Please download the latest version of Adobe Acrobat [\[here\]](#).

[Thesis Guidelines](#) (PDF, 368kb)

Categories

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- [List of Figures Example](#) (PDF, 51.1kb)
- [Completion of Thesis Form](#) (PDF, 72.47kb)