

# THESIS GUIDELINES

## FOR GRADUATE PROGRAMS AT ENMU

Approved by the Graduate Council | Sept. 30, 2010



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# NOTES FROM THE GRADUATE SCHOOL

Several master's programs at Eastern New Mexico University require a thesis or offer a thesis option for completion of the degree. Whether a student is writing a thesis because it is required or has chosen it as an option, the thesis becomes a permanent record of scholarly activity once it is completed. Great care should be taken, therefore, in the selection of a thesis topic, the planning of the activity, and the organization and presentation of the thesis. The following "General Thesis Guidelines" set forth the minimal requirements of the Graduate School for completion of a thesis. Individual programs may have additional requirements or may specify requirements in greater detail. Students should discuss specific program requirements with the thesis chair or the graduate coordinator at the time of initial enrollment.

The requirements for the master's degrees and the procedures to be followed to fulfill them are stated fully in the Graduate Catalog. This handbook, "General Thesis Guidelines", is intended solely as a set of guidelines for the preparation of a thesis. No other degree requirements are considered in this guide.

As is true with all University matters, the current Graduate Catalog is the official document of record.

The finished thesis reflects the student's intelligence and professionalism and is a record of his/her research, scholarly activities and writing ability. It is also a reflection on the graduate advisory committee, the department, the college and the University; therefore, it should be prepared with great care.

Once the thesis has been approved by the thesis committee, graduate coordinator, and the graduate dean, it is considered a final document. No changes can be made to the thesis after approval. Two copies of the final document must be submitted to the Graduate School according to the guidelines established herein. These copies will be sent for binding and will then be submitted to the Golden Library. A noncirculating copy is retained in Special Collections and a circulating copy is shelved. Theses become part of the library collection and are available to the general public.

The student is responsible for writing and editing the thesis. Care should be taken to write the thesis in a clear and concise manner. The thesis should be free of grammatical, punctuation and spelling errors. Additionally, care should be taken to provide complete references and documentation. Matters of content and length are decided by the student and the committee. The Graduate School is responsible for insuring that these guidelines are followed.

Guidelines for submission of the prospectus, reading copy, and final copies are contained in this document. Deadlines have been established for the submission of the reading copy and final copies. Students must adhere to these deadlines to maximize the likelihood that degree completion will occur according to schedule.

The Graduate School reviews each submission to ensure these guidelines are followed. Any thesis that does not conform to the guidelines will be returned without approval.

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# GRADUATE ADVISORY COMMITTEE: MEMBERSHIP AND ROLES/RESPONSIBILITIES

Each thesis is completed under the supervision of a Graduate Advisory Committee comprised of graduate faculty members. The committee has the responsibility of insuring that the thesis meets acceptable standards of quality. The chair of the committee should use these guidelines to review the work of the student to ensure appropriate standards are met and to mentor the student so that graduation occurs in a timely manner.

The first step in the thesis process is for the student to identify a committee chair. The chair should be chosen based on the faculty member's area of expertise and the student's research interests. The chair will provide guidance in choosing the remainder of the committee. The thesis committee must consist of at least three members of Eastern New Mexico University's graduate faculty. The chairperson of the committee must be a member of the graduate faculty within the discipline in which the student is seeking a degree. The other two members of the committee must be graduate faculty members: one of these members must be from the discipline, while the third member may be from an allied discipline. When appropriate for the topic, committee members may come from outside the University. These members may not be one of the three members described above (i.e., must be a fourth member), and must submit a vitae to the graduate coordinator so that graduate faculty status can be requested. All exceptions to the above must be approved by the dean of the Graduate School. Some programs may require that all committee members be department faculty; students completing a thesis within those programs must adhere to that policy.

The purpose of the thesis advisory committee is to oversee all phases of the thesis project from the selection of a research topic to the submission of the final copies of the thesis to the Graduate School. The major responsibility for directing the thesis rests with the chairperson of the committee; therefore, the student should select a person who has an interest in and knowledge of the topic of interest, as well as one who has the time and energy to devote to the project.

The chair will help with selection of the thesis topic and preparation of the prospectus, and will act as the student's first reader, mentor and ratifier of thesis materials. The chairperson will settle questions of style and usage and will act as the student's intermediary. It is the chairperson's responsibility to ensure that the content of the thesis is adequate, accurate, and substantive. Only after the chair has approved the thesis materials and style will the reading copy be submitted to the other committee members.

The committee members have the responsibility to consult with the student during the prospectus phase, and to approve the prospectus. Once a reading copy is submitted for their review, the committee members have the responsibility for accuracy of content, readability, citation style and completeness, acceptability of writing style, and appropriateness of conclusions. While it is primarily the responsibility of the chair of the committee to ensure that the thesis meets the Guidelines, the committee provides an additional evaluation mechanism and, therefore, has the responsibility to carefully read and review the prospectus and reading copy in order to provide feedback.

Comments and criticisms of the thesis from committee members will be directed to the chair who will pass them on to the student for a response. The chairperson has the final authority in the committee, including a veto over any criticism he or she deems unreasonable. If the chair and a committee member (or members) reach an impasse over a substantive matter, the graduate coordinator and/or the graduate dean should be consulted. If an impasse is reached that threatens the successful completion of the thesis, the member may ask to be removed from the committee.

Should the dean of the college or Graduate School consider the thesis or thesis materials unacceptable, he or she will return the thesis to the committee chair for review by the full thesis advisory committee. The chair then forwards comments, criticisms and required changes developed from this process to the student for revision.

It is important that students develop a good working relationship with the members of the advisory committee, keep them apprised of the status of the project and consult with them as difficulties arise or when changes are necessary. The committee may require regularly scheduled meetings to discuss thesis progress.

## **Scheduling**

Faculty have many commitments; therefore, students should not assume that all members of the committee will be available at all times throughout the year. This is especially true in the summer, when many faculty are off campus. The student should work with his/her chairperson and committee members to determine a timeline so that the all activities associated with the thesis will be scheduled when committee members are available and in accordance with deadlines established by the Graduate School.

## **Substitutions**

Changes in committee membership should be avoided, but may be necessary under certain circumstances. If the committee chair resigns from the University while the thesis is in progress, she/he may continue to serve as chair if the defense occurs within one semester of resignation and the chairperson is willing/able to be present for the thesis defense. If completion of the thesis will take longer than one semester, the chairperson may request continuation of graduate faculty status in order to serve as a committee member, but will not continue to serve as chair. Exceptions to this policy should be directed to the graduate council and graduate dean.

If a committee member resigns from the University but wishes to continue serving on a thesis committee, he/she may request continuation of graduate faculty status until completion of the thesis.

If a chair or committee member resigns and is not willing or able to continue to serve on the thesis committee, the student should work with the graduate coordinator and/or remaining committee members to determine acceptable substitutions.

Any other circumstances that might require changes in committee members should be discussed with the graduate coordinator and graduate dean.

# **UNIVERSITY STANDARDS**

## **Quality of Writing**

The thesis is a public document in which correctness, clarity and economy of language are important. The graduate faculty expect that every candidate for a master's degree bearing the name of Eastern New Mexico University will have demonstrated the ability to speak and write well, observing the standards and conventions of good English usage. To help achieve this quality in writing, the Graduate School recommends that you consult *The Elements of Style*, 4th Ed. (1979, Reprinted 1999) by William Strunk, Jr. and E. B. White. In addition, each graduate program may require or recommend a specific style guide.

## **Appropriateness of Topic**

The selection of a topic requires mature judgment on the part of the student and the advice of members of the advisory committee. For the topic to be acceptable, it should make an original, scholarly contribution to the discipline. The choice of topic should be based upon consideration of the abilities of the student, the expertise of the chairperson, the facilities and resources available, and the length of time available for the completion of the project.

## **Quality and Level of Achievement**

A master's thesis is intended to demonstrate that the student is capable of conducting a research project and reporting the project's results in a clear, concise, professional and timely manner. The Graduate School expects the master's thesis to be creative or innovative and to make a positive contribution to scholarship in the student's discipline.

## **Discussion of Findings**

The master's thesis should include a discussion of the results of the research in relation to previously published work and clearly identify results that are new and different. The thesis should include an explanation of the significance of the findings in the context of current thinking on the subject. Conclusions or recommendations should be made carefully and should be substantiated by the findings.

## Academic Honesty

Because the faculty, administration, and staff at Eastern New Mexico University place great value on academic honesty and integrity, it is imperative that all aspects of thesis research and reporting are beyond reproach.

According to the Graduate Catalog, “All graduate students are expected to obey the laws of the state and nation and to pursue their academic careers with honesty and integrity. The University community regards academic dishonesty, especially cheating and plagiarism, as unacceptable conduct at any time and has established severe penalties for those found guilty of such acts” (2010–12, p. 11). In compliance with this policy, therefore, research findings must be reported accurately. Falsification or misrepresentation of research data, methods, techniques or results is cause for rejection of a thesis and dismissal of a graduate student from the University. All ideas, information or statements of other researchers or writers (whether they are paraphrased or quoted directly) must be acknowledged. Failure to acknowledge sources is plagiarism and carries the same penalties as falsification or misrepresentation. If the student has questions as to whether an idea, phrase, sentence or word necessitates a citation, the chairperson of the committee should be consulted.

## Thesis Registration

Students should enroll in thesis hours (599) according to the policies set forth in the Graduate Catalog and by the program or department. Registration in thesis hours requires the signatures of the advisor, graduate coordinator and graduate dean.

Students must have an approved degree plan in order to enroll in thesis hours. In addition, students must have an approved prospectus in order to enroll in thesis hours after the first semester. Registration must be continuous following the initial semester of enrollment, with the exception of summer sessions. Students are not required to enroll in thesis hours during summer sessions in order to meet the continuous enrollment requirement, but they must enroll during the summer if they will be submitting a prospectus, reading copy, final copy, or defending the thesis, or if they will be meeting regularly with the chair or committee members.

# THESIS PROSPECTUS

A thesis prospectus is a statement of the proposed original research or scholarly study. The purpose of the prospectus is to present the topic in such a way as to convince the members of the graduate advisory committee, the program’s graduate coordinator, and the dean of the Graduate School that the proposal represents a significant research subject and can be carried through to a successful conclusion.

The prospectus must comply with guidelines provided by the committee and/or program, but must include at least the following:

- Prospectus Approval Form (See Appendix 1)
- Statement of purpose/hypotheses/research questions
- Methods
- Resource availability/needs
- Timeline
- References/works cited

In most, if not all cases, the prospectus should be presented within the framework of a research design. The topic and specific elements of the prospectus should be developed in consultation with the graduate advisory committee. The prospectus must be submitted during the first semester of thesis enrollment, and significantly in advance of the reading copy. Preliminary data should be collected under the supervision of the thesis chair or committee. If research involves human or other vertebrate animals, no data may be collected before the approval of the appropriate committee. The prospectus should demonstrate that the University’s standards for theses are attainable within the prospectus’ framework.

# FORMAT AND CONTENTS OF THE THESIS

The use of a prescribed format safeguards the quality of theses prepared at Eastern New Mexico University and is required for the preliminary pages and major divisions of the text.

<b>Preliminary Pages</b>	<b>Text</b>
Title	Introduction
Copyright*	Objectives
Signature	Review of Literature
Abstract	Methods and Procedures
	Results
	Discussion and Conclusions
Acknowledgments	Bibliography or Works Cited
List of Figures*	Glossary
List of Tables*	Appendices

\* Required if applicable to the thesis (See Appendix 2)

## PRELIMINARY PAGES

<b>Title</b>	The title page should contain a short descriptive title, key word or words of the subject, author's name, date, etc. The date should be the date the signature page was signed by the student.
<b>Copyright</b>	Students may apply for a copyright of the thesis material and so indicate on a separate page, unnumbered and uncounted, that will appear after the title page.
<b>Signature</b>	This page, bearing the signatures of all relevant people, indicates acceptance of either the reading copy or the final copy. The signature page should include, at a minimum, the following: student, committee chair, all committee members, graduate coordinator, and graduate dean. Others may be included (e.g., college dean) according to guidelines established by the program and/or college.
<b>Abstract</b>	The abstract (not more than 500 words) should be a summary, complete in itself, without references. It should summarize the scope, objectives, methods and results of the paper.
<b>Acknowledgments</b>	This section is used at the student's discretion to express appreciation for assistance or financial support.
<b>Table of Contents</b>	The table of contents should include all major heads and subheads in outline form.
<b>List of Figures</b>	Graphs, illustrations, photographs and other figures appearing in the text should be listed with consecutive numbers.
<b>List of Tables</b>	Tables appearing in the text should be listed with consecutive numbers.

# TEXT

## Headings

Chapter titles and titles of divisions within a chapter are referred to as “heads.” Use of heads in the text should not exceed three levels below that of chapter heads. Beyond that level, heads serve to confuse rather than clarify the material for the reader. Headings that are used in theses may vary. Following are examples that may be useful to some disciplines.

## Introduction

The introduction should state clearly and concisely the nature and significance of your study, put it into historical context, and define its scope.

## Objectives

The objectives of your study must be clearly stated.

## Review of Literature

A review of the literature is necessary to ensure that the investigation has not been performed already and to inform the reader about other relevant studies.

## Methods and Procedures

Methods used in obtaining information should be explained clearly. When such procedures are conventional or well-documented, citations of sources and a few comments are sufficient. New procedures and techniques, or deviations from published procedures, should be described in detail because the techniques of an investigation are sometimes of more significance and interest than are the results. It should be possible for another scholar in the field to repeat the work by following the procedures described in the thesis.

Statistical analyses employed and their appropriateness to the type of data collected should be discussed. In quantitative or statistical work, a statement of confidence parameters is required, along with an estimation of sources or systematic error.

If the subject is not quantifiable, as in the case of literary or historical study, a distinction must be maintained between the intuitive impressions of the author of the thesis and statements that can be supported by careful reasoning or by appeal to authority.

For example, in the case of textual analysis, there should be links between the conclusions of the author of the thesis and those of discipline-authorized critical theorists on the topic or text. In the case of original archival research, however, quantifiable information should be provided: the temporal parameters of the search and results; the limitations in amount or quality of the archival material; and a careful articulation of the conclusions that can be asserted with respect to the available material.

## Results and Discussion

The results of the study may be presented in several ways. If the study involves the collection of data, the original observations may be included in an appendix. Graphs and brief tables are employed in the text, whenever feasible, as a means of condensing the information and conveying the significance of results of data analysis. Tables and computer-generated graphics prepared using laser printing technology should follow immediately after their first mention in the text, unless consigned to an appendix. For further information on figure and table preparation, see the section on illustrative materials.

## Conclusions and Recommendations

Conclusions based on research may be listed in numbered statements or given in narrative form. Recommendations may suggest action that could be taken to investigate new research topics identified in the study. In addition, some programs require a subsection on limitations that requires a critique of the work.



# THE REFERENCE MATERIALS

## What to Document

In the thesis, anything derived from an outside source requires documentation. This includes documenting direct quotations and paraphrased statements, but also includes the acknowledgement of information and ideas. This is particularly true when your readers might assume the material you have appropriated is yours. When in doubt about this matter, consult your thesis advisor.

You should employ the method preferred by your discipline. This method is ordinarily found in a style manual recommended by your program. Be sure you understand the system you are to use before you try to apply it.

## The List of Sources

This is an important section in your paper and not merely an afterthought. This section has different titles, depending on the requirements of the discipline. The section must include all references quoted directly or paraphrased in the body of the thesis, as well as all sources of information cited. In addition, all entries in the list of sources must be cited in the thesis. Many students start out with a larger list of references and often have some "residual" papers in their bibliography that they've decided not to include in the body of the text.

## Glossary

If there are a number of terms used frequently in the thesis that may be unfamiliar to readers, it is appropriate to include a collection of definitions.

## Appendices

Appendices may include anything that would contribute to a clearer understanding of the study as a whole, but which is not appropriate to include in the body of the thesis. Items such as maps, charts, questionnaires, correspondence, and tables that are inappropriate for inclusion in the text may be presented in appendices.

# COPYRIGHTED MATERIAL

Copyright is the right of exclusive ownership by an author in the creation of his or her work. This right is protected for the life of the author plus 50 years by a federal law passed on Jan. 1, 1978. This law protects any work from the moment of its creation, regardless of whether or not it is ever published and whether or not it contains a notice of copyright.

The copyright law contains a "fair use" provision that allows teachers, librarians, reviewers and others to reproduce copyrighted materials for educational and illustrative purposes without compensation to the copyright owners. Such purposes include "criticism, comments, news reporting, teaching ..., scholarship or research." However, copies of copyright pictures, charts, tests, forms and questionnaires, no matter how short, should never be reproduced without written permission.

Publications that explain the copyright law are available from the Copyright Office, Library of Congress, Washington, D.C. 20559. Information regarding copyright law may also be obtained at [copyright.gov](http://copyright.gov).

# THESIS SUBMISSION

A print copy of all prospectuses, reading copies, and final copies should be submitted to the Graduate School office with appropriate signatures. In addition, an electronic copy of the prospectus and reading copy must be submitted on a CD, USB flashdrive or as an attachment to an email to the graduate dean. The final copy must also be submitted electronically, on either a CD or a USB flash drive, neither of which will be returned to the student.

# THESIS REVIEW AND APPROVAL

The thesis approval process is a 3-stage process, requiring approval of each of the following

- Prospectus
- Reading copy
- Final copy

The thesis may go through any number of revisions at each of these stages. Typically, most revisions occur at the reading copy stage. The committee chairperson may require several informal, preliminary drafts of parts or all of the thesis before a satisfactory reading copy is developed for submission to other committee members for their review, evaluation and comment.

## Preliminary Drafts

There are no formal requirements for the preliminary drafts. Students should follow the instructions of the committee chair in preparing drafts. As preliminary drafts are not reviewed beyond the committee level, drafts should follow the guidelines provided by the committee chair. The goal of the preliminary draft is to produce a copy that closely approximates the reading copy in its form and content.

Occasionally, a thesis project becomes unmanageable. Before giving up in despair, students should work with the committee chair to try to salvage the original topic. Any significant modification in the topic, requires submission of a new prospectus to the graduate dean.

## Reading Copy

The reading copy must be complete, including the title page designating it a reading copy, abstract, and a signature page. The reading copy may contain minor errors. Tables and figures do not have to be in final form, and the manuscript does not have to be on approved paper or in approved font style. Nonetheless, the reading copy should contain everything that is supposed to be in the final copy.

When the chair considers the reading copy acceptable, it will be submitted to the other committee members for their review. Together with comments of the entire committee and their signatures, the thesis is passed on for approval to the graduate coordinator and the college and graduate deans.

## Deadlines

Reading copies must be submitted to the Graduate School office according to the Academic Calendar at [enmu.edu/AcademicCalendar](http://enmu.edu/AcademicCalendar) and in the Graduate Catalog. With or without recommendations or requirements for additional revisions, the reading copy then may be approved for oral defense, which will be scheduled by the student and the committee chair. The oral defense of the thesis may reveal the need for further revision. After all revisions have been made and approved, two final copies (prepared according to the guidelines in the following section) must be delivered to the Graduate School according to the Academic Calendar. In addition to the print copy, an electronic copy must be submitted on CD or USB flash drive. The electronic copy must include all information and items found in the print copies and vice versa. These print copies will be bound and placed in the University library. The electronic copies will be placed on the library server for public access.

## Oral Defense

The oral defense permits the student to defend the thesis against challenges to the research, methods, assumptions, and conclusions. It also provides the student the opportunity to demonstrate knowledge in a range of subject matters within the graduate field of study.

An oral defense can be scheduled only after all members of the graduate advisory committee, the graduate coordinator, and the graduate dean have signed the "Certificate of Acceptance" for the reading copy. The defense must be publicly advertised at least five working days prior to the defense date by posting in the Graduate School, and in the building that houses the program. The defense must be attended by all members of the student's advisory committee and may be attended by a non-voting representative of the Graduate School (appointed by the graduate dean).

The chairperson of your advisory committee will lead the defense. Thesis defenses are open to the public, with the exception of deliberations by the committee.

The outcome of the defense will be reported to the student as soon as a decision has been reached. The oral defense report should be submitted to the Graduate School according to the Academic Calendar.

# GENERAL INSTRUCTIONS FOR PRODUCTION OF FINAL COPY

## Style

Each department, program or academic unit (in some cases, the college) will insist that theses written by students under its aegis conform to the specific style manual or guide it has adopted.

## Student Responsibilities

It is the responsibility of the student to ensure that the Graduate School and program guidelines are followed. In addition, the student is responsible for editing, revising, and collating the thesis. Errors not corrected in the final copy will result in the necessity for reprinting.

## Font and Printing

The approved font sizes are 10 characters or 12 characters per inch. The approved font is Times New Roman. Do not change font styles or sizes in the course of preparing the final version of your thesis. The final copy of the thesis must be printed. Print on only one side of the paper.

## Paper

Final copies of your thesis intended for submission to the Graduate School must be printed on white, 20 lb. bond paper with a minimum rag or fiber (cotton) content of 25 percent. The paper must be free of imperfections.

## Margins

Leave a minimum of one-inch margins at the top, bottom, and right side of the page. To leave space for binding you should allow at least 1.25 inches for the left margin. Indent the first word of a paragraph one-half inch from the left margin. Indent a setoff quotation one inch from the left margin.

## Headings

Heads can immediately precede text, except that a head or subhead should not be placed at the bottom of a page unless it is followed by at least two lines of text. The heads must be internally consistent. Partially filled pages are not permitted unless they are at the end of a chapter or where there is not sufficient room to place a subhead and two lines of text.

## Spacing

Double space the entire typescript, including title, quotations, notes and bibliography, unless your program specifies otherwise.

## Pagination

The preliminary pages are numbered with lower-case Roman numerals located at the bottom center of the page, one-half inch from the bottom of the page. The title page is assumed to be page i and the signature page is ii, but neither is numbered.

Text pages should be numbered at the top, starting with the first page of text and using Arabic numbers. The page number may be centered one-half inch from the top edge of the page, or it may be in the upper right corner one-half inch from the top and flush with the right margin. Do not adorn the number with hyphens, periods or any other matter.

Each chapter (e.g., Introduction, Review of Literature, etc.) should begin on a new page with either a skip folio (no page number on page) or drop folio (page number at the bottom center).

Beginning with the first page of the text and concluding with the final page of the documentation, paginate consecutively throughout the manuscript.

## Illustrative Materials

All illustrative material must be included in both final copies submitted to the Graduate School, as well as in the electronic copy. Line drawings, graphs, maps, and photographs all are considered figures and should be numbered in a single, consecutive series in their order of appearance in the text. Each of these figures, as well as all tables, should appear following its first reference in the text. Figures and tables may be inserted into the text or placed on a separate page, as appropriate for the size of the figure or table and the guidelines used by the program.

Photographs should be printed on page-size, photographic paper, photo-offset, or photocopied onto bond paper. Alternatively, photographs may be attached to bond paper with dry mount tissue. Do not use tape or staples.

## Graphics

Computer generated graphics must be laser-jet quality, but upon approval of your graduate advisory committee, and graduate dean, graphics may be drawn by hand. Hand drawn graphics should be done in black, permanent ink. Hand drawn graphics may be scanned and computer generated for the final copy on the same kind of paper used for the thesis. Hand drawn graphics may be reproduced by photo-offset or xerographic techniques on bond paper. Color graphics should only be included if the color is necessary to convey specific information.

All tables, graphs, illustrations, and photographs should meet the same margin requirements as the text. If the dimensions of a table or figure necessitate orientation along the vertical axis of the page, the top of this page should be at the bound side of the thesis. In such instances, keys or guides to figures or tables can be placed on a facing page. However, the facing page must be numbered on the reverse side of the caption.

## Preparation and Binding

A minimum of two unbound, printed final copies and one electronic copy on CD or USB flash drive must be delivered to the Graduate School according to the Academic Calendar in order to complete the requirements for a master's degree. Each of the two required copies should have its own signature page with original signatures and must be ready for delivery by the library for binding. The electronic copy should include a scanned signature page. The binding fee for the two required copies is included in graduation fees.

Students may obtain additional bound copies for their personal use. Binding fees for additional copies must be paid to the cashier. Students should submit the receipt to the Graduate School and complete a form indicating where the additional copies should be sent. They are sent by the Graduate School when they are received from the binder.



# THESIS GRADES AND GRADUATION

Thesis enrollment (599) receives a Satisfactory/Unsatisfactory (S/U) grade at the end of each semester of enrollment. Students receive a grade at the end of each semester of enrollment, indicating whether progress on the thesis has been satisfactory or unsatisfactory. A satisfactory grade on thesis enrollment is not necessarily indicative of completion of the thesis. Note: S/U grades are not computed in the cumulative grade point average.

Thesis credits for which a grade of "U" is given may not be counted toward completion of degree requirements, but do meet the requirements for continuous enrollment.

Completion of the thesis is indicated by submission of the final copies with all signatures included.

# APPENDICES

## Appendix 1: Prospectus Approval Form



# Prospectus Approval

## Graduate School

ENMU Station 24 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2145 | Fax: 575.562.2500 | graduate.school@enmu.edu

### Student Information

Student name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

ENMU ID number: \_\_\_\_\_

Program: \_\_\_\_\_

### Prospectus Information

Title of project: \_\_\_\_\_

Committee chair: \_\_\_\_\_

Committee member one: \_\_\_\_\_

Committee member two: \_\_\_\_\_

This project was approved by the Human Subjects Committee on \_\_\_\_\_.

This project does not involve the participation of humans other than those collecting data.

This project was approved by the Animal Care and Use Committee on \_\_\_\_\_.

This project does not involve any type of contact with nonhuman vertebrates.

The proposed project represents original work developed by me in consultation with my graduate committee. I understand that I may not begin any aspect of this project until it has been approved by the above-named committees (if necessary), members of my thesis committee, the graduate coordinator, and the graduate dean.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### Approval Signatures

Committee chair signature \_\_\_\_\_ Date \_\_\_\_\_

Committee member one signature \_\_\_\_\_ Date \_\_\_\_\_

Committee member two signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate coordinator signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate dean signature \_\_\_\_\_ Date \_\_\_\_\_

# APPENDICES

## Appendix 2: Sample Preliminary Pages

Formatting example on following pages. Note: Each draft document for a thesis should be identified clearly on the Certificate of Acceptance page as the Prospectus, Reading Copy or Final Copy.



APPROACHES TO LITHIC ASSEMBLAGES THROUGH A CULTURAL  
RESOURCE MANAGEMENT PHASE II TESTING PROGRAM  
ON THE COLUMBIA PLATEAU WASHINGTON

In Partial Fulfillment of the Requirements for the Degree  
Master of Arts

by  
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Certificate of Acceptance

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