

James Madison University  
The Graduate School

# Scholarly Document Manual

2021-2022

This manual is to be used as a guide for preparation, formatting and submission of the following documents to the JMU Scholarly Commons: Thesis, Ed.S. Research Project, Dissertation, DMA and DNP document.

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If you are a master's degree candidate, you may change from thesis to non-thesis option (or vice-versa) only one time. This change requires written approval from the academic unit head and your advisor.

## Introduction

### *The Scholarly Document Process*

A thesis, research project manuscript, dissertation, DMA or DNP document represents the culmination of research that significantly contributes to existing scholarship within academic fields. These projects each consist of a written interpretation of facts and opinions gained through critical reading and independent research. Your manuscript is considered your original contribution to your professional field; therefore, it should be written to present meaningful research and ideas to create credible conclusions.

The process is detailed throughout this manual, but a general overview includes these steps:

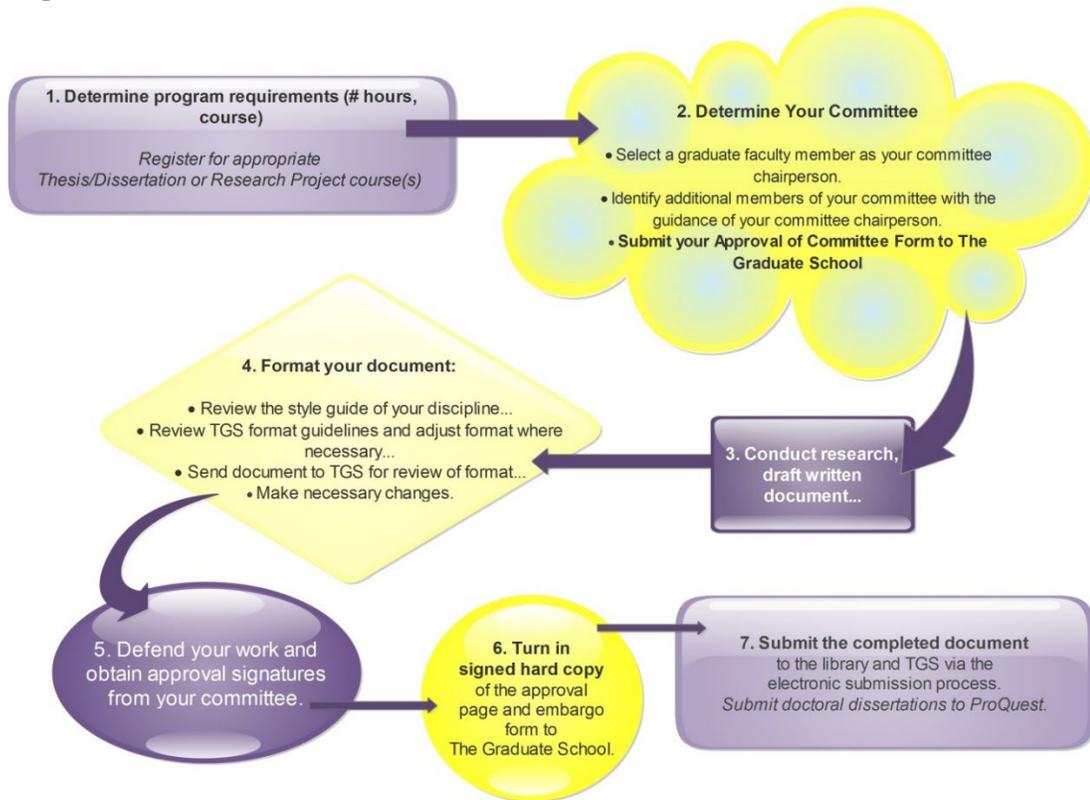


Figure 1: The Process

The appropriate academic unit approves your manuscript proposal. In conjunction with your adviser, select your advisory committee and complete the Committee Approval form. This application lists the names of the committee members and includes a brief paragraph that summarizes the proposal.

You should complete the Committee Approval form and submit it to The Graduate School (TGS) during the first two weeks of the semester in which you register for your thesis, research project or dissertation.



You should consult The Graduate School prior to final submission.

### *Guidelines*

This manual presents instructions, requirements and general information necessary for preparing and submitting your scholarly document to The Graduate School via the Scholarly Commons of James Madison University (JMU). TGS has format requirements for the manuscript to create consistency in manuscripts from various disciplines.

Also, TGS's guidelines allow room for proper binding of each manuscript, if desired by you or your department. You are responsible for the proper appearance, format and acceptability of the manuscript. This manual is not a comprehensive guide to writing a manuscript. This manual covers the general requirements of TGS. Each academic unit will specify an acceptable style for manuscripts. Most disciplines prefer a particular style, so consult your graduate program advisers on which style manual to follow. If your academic unit demands a specific style guide, you must follow it consistently, except where its instructions conflict with the guidelines in this manual. Before beginning the project, you must become thoroughly familiar with both the guidelines outlined here and with the appropriate style manual.

You should resolve all questions concerning the content and format of the manuscript with your committee.

### *Specific Projects*

There are a variety of project options, but you must consult with your appropriate academic unit to verify which project type is required for your degree. Only the documents mentioned below must conscribe to the submission and format guidelines in this manual.

**Note: If you are NOT registered for 700, 800, 900 or 920, you are not required to submit your document to TGS.**

### *Dissertation*

All candidates for doctoral degrees must complete a doctoral dissertation or document. A dissertation introduces a new point of view on a subject that you construct through extensive research. DMA students submit a Doctor of Musical Arts document in lieu of the dissertation. DNP students submit a Clinical Research Project in lieu of the dissertation.

### *Music Documents*

Consult your advisers for information and formatting specifications for your music documents. Masters level music documents are strictly departmental and are not submitted to TGS nor are they cataloged in the library unless they are specifically identified as a thesis. Doctor of Musical Arts documents are submitted to TGS and the Scholarly Commons.

### *Types of Submissions*

- Master of Fine Arts/Masters of Arts/Masters of Science submit a thesis
- Educational Specialists submit a research project



Samples of approval and title pages in Microsoft Word are available to download on the Graduate School website

- Doctor of Philosophy/Doctor of Psychology submit dissertation
- Doctor of Musical Arts submit a musical arts document
- Doctor of Nursing submit a clinical research project

## Beginning the Project

### *Committees*

You must have a committee to direct your progress on the manuscript. You should select a graduate faculty member from your program to act as the chair of your manuscript committee. You should then select the remaining committee members with the guidance of your committee chair.

The following are guidelines for selecting the committee:

- Each committee must consist of at least three approved members of the JMU graduate faculty. Only full-time graduate faculty in the student's program may direct or co-direct the committee.
- At least two of the three committee members must routinely participate in the student's graduate program. The dean of The Graduate School must approve non-graduate faculty members for thesis, research project or dissertation committees.
- Non-graduate faculty members shall make up less than half of the total committee membership and may include persons external to the university.

The form can be found on: ([https://www.jmu.edu/grad/current-students/scholarly-documents/Committee\\_Form.pdf](https://www.jmu.edu/grad/current-students/scholarly-documents/Committee_Form.pdf)). You must complete the Committee Approval form, and submit it to The Graduate School no later than the second week of the semester in which you register for your dissertation or thesis.

### *Selecting a Subject Area*

You will select a subject area with the guidance of your committee chair and/or committee.

After choosing a subject area, you will prepare the manuscript. It is important to obtain your committee members' proposal approvals as early as possible in the research process. The committee is responsible for judging the acceptability of the manuscript from all angles including mechanical considerations, technical considerations and professional competency.

Your committee chair and the academic program head will document the approval of your program of study with written approvals. Committee members and the academic head attest to acceptability of the manuscript from all standpoints when they sign the approval page.

### *Animal, Human, and Biosafety Research*

If your research includes animals, humans or bio-hazardous material (including infectious Biological Agents, Recombinant DNA, and Select Agents), it is your responsibility as the

researcher, to take the mandatory on-line training offered by The Collaborative Institutional Training Initiative (CITI). In addition to, reviewing all necessary material and submitting all proper documentation to the Office of Research Integrity for approval. Information on the training, research guidelines, forms, and other material can be found on the [JMU Office of Research Integrity website](#).

### *Credit Hours*

You must enroll in the course(s) appropriate to your academic unit for the semester(s) you are working on your project. Consult your academic unit for guidelines on registration for classes and credit hours for your particular degree.

### *Fees*

As a graduate student, you will be charged the graduate tuition rate for your work on your manuscript. Students failure to complete the work after registering for the maximum credit hours, are required to register for thesis/dissertation continuance each semester, until approval is granted. No fee is charged for the submission and archiving of your document.

### *Deadlines*

You should work with your committee to establish a schedule for the completion of your project. Regardless of your interim deadlines, however, you must adhere to The Graduate School deadlines for the final submission of your project.

The Committee Approval form must be submitted to The Graduate School no later than the second week of the semester that you register for your first thesis or dissertation course. The deadlines for final submission of the manuscript to The Graduate School are listed in the Academic Calendar and on <https://www.jmu.edu/grad/grad-community/index.shtml>



Be sure to check with your academic unit for interim deadlines for your project.

You should strictly adhere to all deadlines.

## Formatting Your Project

Each academic unit will specify an acceptable format for the manuscript. Most disciplines prefer a particular style; therefore, you should consult your graduate program adviser to ask which style manual to follow. If the field of study demands a specific style guide, you must follow it consistently, except where its instructions conflict with the guidelines of TGS in this manual. **This manual supersedes your academic unit's style guide for the introductory section and general formatting only. From page one (1), you should follow your discipline's style.**

### *General Formatting*

The document must contain **bolded** elements, and may contain other elements in this order:

- 1. Title Page**
2. Dedication Page (Optional)
3. Acknowledgments (Optional)
4. Preface (Optional)
- 5. Table of Contents**
6. List of Tables (Not necessary if your document does not contain tables.)
7. List of Figures (Not necessary if your document does not contain figures.)
- 8. Abstract**
- 9. Text of Scholarly Document**
10. Endnotes/Footnotes (If used)
11. Appendices (If Used)
12. Glossary (Optional)
- 13. List of References/Bibliography**
14. Index (Optional)

### *Font*

You should use the font that is recommend for the **particular style** associated with your **field of study**. The font should be easy to read, standard type, such as Times New Roman or Garamond for **all body text**. You should not use nonstandard type, such as scripts. Consult your graduate program advisor to ask if a particular font is acceptable or not. You should use an easy to read **type size between 10-point and 12-point** for body text and footnotes. Different typefaces for scientific notation may be use as needed.

### *Margins*

The entire body of the manuscript, including all appendices, should adhere to the margin requirements. The margins should conform to the requirements shown in Table 1.

<b>Page Element</b>	<b>Margins &amp; Placement</b>
Left Margin	1.5"
Right Margin	1"
Top Margin	1"
Bottom Margin	1"

Table 1: Margin Requirements



Margins must be strictly applied.

### *Formatting for Individual Sections*

Unless otherwise stated, the margins and fonts must conform to the TGS specifications as outlined in this manual for each of these sections. Samples/templates of approval, title and table of contents pages are available in the appendixes, the thesis/dissertation canvas home page, and on the TGS Web site. (<https://www.jmu.edu/grad/current-students/scholarly-documents/information.shtml>)

### *Page Number Formatting*

Information about your document page number formatting can be found in the Canvas course at: <https://canvas.jmu.edu/courses/1112629/files?preview=126391191> You must first accept the Canvas course invitation in order to view these instructions and other document related materials.

### *Title Page*

The title page must conform to the requirements shown in the sample title page, Appendix B. The date on the title page must indicate the month and the year that you will receive your degree and must be spelled out (such as May 2008). The months when degrees are rewarded are: May, December, and August. These are the only months you should indicate on your title page.

All text enclosed in <brackets> should be replaced with your own information and **remove** the <brackets>. All other text should be reproduced exactly as shown on the sample page.

A template title page is also available online from the TGS Web site at <https://www.jmu.edu/grad/current-students/scholarly-documents/information.shtml>, as well as in Appendix B.

Consider the title page as small Roman numeral i, but **do not paginate** the title page.

### *Dedication Page (Optional)*

The dedication page is brief and follows the title page. The text is left aligned and begins a double space below the heading. If you use the dedication page, number it with a small Roman numeral continued in consecutive order after the title page. Center the numeral at the bottom of the page.

### *Acknowledgments (Optional)*

The acknowledgment page is conventional but is not required. The acknowledgment page allows you to recognize individuals who helped you to create your scholarly document. The text is left aligned and begins a double space below the heading. The text must be double-spaced. If you include the acknowledgment page, number it with a small Roman numeral continued in consecutive order after the title page (or dedication page). Center the numeral at the bottom of the page.

### *Preface (Optional)*

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Samples of approval, title, and table of contents pages in Microsoft Word are available to download on the TGS web site.

The preface page is left aligned. Paginate the page with a small Roman numeral continued in consecutive order after the title page (or dedication page or acknowledgment page). Center the numeral at the bottom of the page.

### *Table of Contents*

Sample table of contents are available in Appendix C. The samples shown are for formatting purposes only. Follow the style guide recommended by your academic unit and the requirements of your program to determine the actual content and order of information for your document.

Number the table of contents page with a small Roman numeral continued in consecutive order after the title page (or dedication page, acknowledgment page or preface). Center the numeral at the bottom of the page.

### *List of Tables (Required if your document contains tables.)*

The list of tables follows the table of contents page. The first entry begins one double space below the heading. The list of tables includes all of the tables included in the scholarly document. Present each table title in the list of tables exactly as it appears in the scholarly document. Do not include the parenthetical information in the list of tables. Include numbered tables from the appendices in the list of tables. Number tables in the order they appear in the document. Paginate the list of tables with a small Roman numeral continued in consecutive order after the table of contents centered at the bottom of the page.

### *List of Figures (Required if your document contains figures.)*

The list of figures page follows the list of tables. The first entry begins one double space below the heading. The list of figures includes all of the figures included in the scholarly document. Present each figure title in the list of figures exactly it appears in the scholarly document. Do not include the parenthetical information in the list of figures. Include numbered figures from the appendices in the list of figures. Number figures in the order they appear in the document. Paginate the list of figures with a small Roman numeral continued in consecutive order after the list of tables. Center the number at the bottom of the page.

### *Abstract*

An abstract, which is a summary of the work's significant contents, is required for all scholarly documents. The abstract must be double-spaced and consist of no more than 350 words. The abstract does not have subdivisions.

The abstract page should contain the following:

- A short statement of the problem or area(s) of investigation.
- A brief discussion of the methods and procedures used in gathering data.
- A summary of the findings.
- Recommendations or conclusions.

The abstract is the last item before page 1 of your text. Paginate the abstract with a small Roman numeral continued in consecutive order after the list of figures. Center the number at the bottom of the page.

### *Text of Scholarly Document*

The entire document must be double-spaced with the exception of the tables, figures and references. Consult your academic unit style manual for formatting and spacing requirements for extended quotations. The body of the scholarly document must have Arabic page numbers that appear in the upper right corner on all pages.

### *Tables*

A table is an arrangement of information usually in rows and columns for quick reference. Refer to your academic unit's appropriate style guide for guidelines on formatting tables, titling tables and citing tables.

### *Figures*

A figure is an addition to your project that is not in table form, such as a picture or diagram. Refer to your academic unit's appropriate style guide for guidelines on formatting figures, titling figures and citing figures.

### *Running Heads*

A running head is an informative piece of your title and a page number that is used as a header on each page of the text of your manuscript. Refer to your academic unit's appropriate style guide for instructions on running heads. Running heads must use continuous Arabic numbers. **Running heads should not be on the first section of the document (title page through abstract.) If used, begin running heads on the first page of the text.**

### *Endnotes or Footnotes (If used)*

Check with your appropriate academic unit's style guide for how to include endnotes and footnotes in your document.

### *Appendices*

All appendices must have Arabic numerals in the top right corner of the document. Paginate each page of each appendix continued in consecutive order from the last page of your text.

### *Glossary (Optional)*

All pages within the glossary must have Arabic numerals in the top right corner of the document continued in consecutive order from the last page of your appendix.

### *List of References/Bibliography*

The list of references/bibliography is usually divided into two broad categories: primary and secondary sources. Students should refer to the appropriate academic unit's style manual for format requirements and proper categorization of entries. All pages within the

list of references/bibliography must have Arabic numerals in the top right corner of the document continued in consecutive order from the last page of your appendices (or glossary).

*Index (Optional)*

The pages within the index must have Arabic numerals in the top right corner of the document continued in consecutive order from the last page of your references.

## Completing Your Project

Complete the following steps after you write your manuscript.



A sample approval page in Microsoft Word is available to download on the TGS web site.

### *Approval and Signatures*

The chair of your advisory committee is primarily responsible for directing and guiding your research and writing activities. You must inform all committee members of the scope, plan and progress of both the research and written project. While two or more students may work on the same general topic, you must each prepare a manuscript. Joint submissions are prohibited.

Your advisory committee is responsible for judging the acceptability of your work and manuscript. Acceptability includes neatness and mechanical considerations, as well as technical and professional competency. Committee members attest to acceptability when, **using black ink**, they sign the scholarly document signature page. Consequently, you must provide all committee members with a completed copy of the manuscript before they sign. You should schedule and defend your work before your committee signs the scholarly document signature page and you submit them to The Graduate School and Scholarly Commons.



Check with your adviser to find out the number of copies and binding options, if any, your program requires.

All members of your advisory committee and the appropriate academic unit head must approve your final product. If, however, a committee member does not approve your manuscript, upon that committee member's request, a written dissenting opinion may be submitted with the document and scholarly document signature page. A successful candidate is allowed no more than one negative vote; however, the manuscript will not be approved if the chairperson of the committee casts the one negative vote.

### *Scholarly Document Signature Page*

The scholarly document signature page certifies that your adviser, committee and academic unit head believe that the research satisfies requirements for the particular degree. The scholarly document signature page must conform exactly to the sample, which is located in Appendix A. All text enclosed in <brackets> should be replaced with your own information and **remove** the <bracket>. All other text should be reproduced exactly as shown in the sample page. The Scholarly Document Signature Page **should not** be included in your electronic submission to the library.

**At least one original scholarly document signature page with original signatures in black ink must be submit to TGS.** The number of signature lines must be the same as the number of committee members: **no signature line should be blank.**

A template scholarly document signature page is also available online from the TGS Web site at <https://www.jmu.edu/grad/current-students/scholarly-documents/information.shtml>.

### *Embargo Form*

The embargo form certifies that you grant the James Madison University Libraries the non-exclusive right to reproduce, and distribute your submission (including the abstract)

to the public. Additionally, you give JMU Libraries the right to migrate or convert your submission, without alternation of content, to any medium or format for the purpose of preservation or continued distribution.

The form can be located here: [http://www.jmu.edu/grad/\\_files/document-agreement.pdf](http://www.jmu.edu/grad/_files/document-agreement.pdf).

The form requires your signature and your committee chair signature. It also requires an embargo selection: no embargo, 1 year embargo, or a 2 year embargo. You will also be required to select your restriction period when you submit your document electronically on the JMU Scholarly Commons. The form should be submitted to TGS with your approval page.

More information on Copyright may be found at <http://guides.lib.jmu.edu/copyright>.

### *Duplication and Printing*

You are not required by The Graduate School to print copies of your document. Should your department request copies, it is your responsibility to print and submit those copies as requested.

### *Submission*

You will submit your document electronically to the JMU Libraries' Scholarly Commons and The Graduate School will approve your document. You will find instructions on electronic submission at <https://www.jmu.edu/grad/current-students/scholarly-documents/information.shtml>.

For submission, go to

[http://commons.lib.jmu.edu/grad/?\\_ga=2.36058723.251468874.1499692286-260767194.1494937635](http://commons.lib.jmu.edu/grad/?_ga=2.36058723.251468874.1499692286-260767194.1494937635).

- Select the link based on the document you are submitting (Dissertation, DNP, Thesis, or Educational Specialist)
- Login or create a Scholarly Commons account
- Fill out the form being sure to complete the required information, bolded in red
- Click Submit

**Note: Your document has only one author which is YOU. Do not include your committee members, professors, and advisor names under the author section on the submission form. There is an advisor section on the form where you can add your committee member's names, if you wish too.**

After submission, The Graduate School will review your document, and will either accept or request minor revisions, before accepting your document. Please note, your document **will not be accepted until** you have **submitted** all required documentation: **Committee Approval Form, Approval Page, and Embargo Form** to TGS.

### *Publication*

TGS strongly encourages the publication of research results. You must understand that preparation of a manuscript and its preparation for publication are two separate tasks.

When submitting a manuscript for publication, certain style and format concerns may differ from those specified within this manual and will not be acceptable to TGS.

*Additional Dissertation Requirements*

Dissertations must conform to all of the previously written formatting requirements. In addition, JMU requires submission of all dissertations to *ProQuest* for inclusion in Dissertation Abstracts. Submission to ProQuest is electronic, and you can access the website here: <http://www.etsadmin.com/cgi-bin/school?siteId=211>

*ProQuest* requires the following:

- A complete copy of the manuscript, including the abstract, title page and all appendices.
- An abstract with fewer than 350 words (*ProQuest* reserves the right to edit abstracts with more than 350 words).
- A release form that is included in the research in the Dissertation Abstracts database and in sold reprints.

## Checklist

- Following the guideline for your program, register for the appropriate course(s)
- Choose a graduate faculty member to act as the chair of your committee then form the rest of your committee under the guidance of your chosen committee chair and among approved graduate faculty.
- Submit the [Committee Approval Form](#) to The Graduate School within two weeks of registering.
- After your research is completed and you are ready to begin writing, refer to the style guide used by your academic unit and The Graduate School formatting requirements.
- Prepare a rough draft of your document.
- Consult with your committee for approval of the content of your document.
- OPTIONAL: Submit your document for review of format via email to the appropriate Graduate School staff.
- Make any necessary changes in content or format.
- Submit at least one signed copy of scholarly document signature page to The Graduate School along with the Embargo form.
- Submit your document to the Scholarly Commons electronically.

## Appendix A:

### *Sample Scholarly Document Signature Page*

Approved and recommended for acceptance as a thesis in partial fulfillment of the requirements for the degree of Master of Science.

Special committee directing the thesis work of Richard Roe.

---

John Doe Date

---

Sally Joe Date

---

Rick Flag Date

---

Jane Doe Date

Received by The Graduate School

---

Date

*Template Scholarly Document Signature Page*

Approved and recommended for acceptance as a <thesis/research project/dissertation/musical arts document/clinical research project> in partial fulfillment of the requirements for the degree of <Master of Fine Arts/Master of Arts/Master of Science/Educational Specialist/Doctor of Philosophy/Doctor of Psychology/Doctor of Musical Arts/ Doctor of Nursing>.

Special committee directing the <thesis/research project/dissertation/musical art document/clinical research project> work of <your name goes here>

---

<Name of advisor> Date

---

<Member name> Date

---

<Member name> Date

---

Academic Unit Head or Designee Date

*(Academic Unit Head or Designee is OPTIONAL)  
(Additional member lines may be added.)*

Received by The Graduate School

---

Date

## Appendix B: Sample Title Page

Title of your  
scholarly  
document

Roses are Red, Violets are Blue

This example was created just for you

Type of Scholarly  
Document: thesis, research  
project, dissertation,  
Doctor of Musical Arts  
Document (DMA only)  
or clinical research project  
(DNP only)

Richard Roe

Your name

A thesis submitted to the Graduate Faculty of

JAMES MADISON UNIVERSITY

In

Partial Fulfillment of the Requirements

The degree  
you are  
earning

for the degree of

Master of Science

Department of Graduate Psychology

Academic Unit

Write the  
month you are  
earning your  
degree: May,  
August, or  
December

May 2017

---

FACULTY COMMITTEE:

Committee Chair: John Doe

Committee Members/ Readers:

Sally Joe

Rick Flag

Committee  
member's  
names

The title page is  
consider Roman  
numeral i, but not  
labeled as such

*Template Title Page*

<Title (can be one, two, or three lines)>

<name>

A <thesis/dissertation/research project/ Doctor of Musical Arts Document/clinical  
research project > submitted to the Graduate Faculty of

JAMES MADISON UNIVERSITY

In

Partial Fulfillment of the Requirements

for the degree of

<degree>

<Academic Unit>

<Month Year>

---

FACULTY COMMITTEE:

Committee Chair: 

Committee Members/ Readers:









# Appendix C:

## *Sample Table of Contents 1 & 2*

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