

# HONORS TUTORIAL COLLEGE

THESIS GUIDELINES



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## Honors Tutorial College

# THESIS GUIDELINES

Completion of a thesis<sup>1</sup> is a graduation requirement for all students in the Honors Tutorial College *beginning with the freshman class of September 2003*. Students entering HTC prior to September 2003 need to consult with their Director of Studies about whether a thesis is a graduation requirement. This document provides general information designed to aid in the successful completion and submission of your thesis. Your particular field of study will have specific requirements that must be met, and your thesis advisor should provide you with any necessary information along these lines.

### **§ WHY IS THESIS WORK IMPORTANT? WHAT IS THESIS WORK? §**

Society supports scholarship because it offers the potential to expand the range of human understanding. You have been partaking of the scholarship of others throughout the course of your studies. Completing a thesis allows you to make your own contribution to the process of explaining or enriching the physical, mental, social, and cultural elements that surround us. In short, a thesis moves you from the position of being simply a bystander to the position of being a creator of knowledge. Heady stuff, indeed!

In addition to its potential cosmic significance, undertaking a thesis creates opportunities for pragmatic personal development. A thesis:

- Provides an opportunity to consolidate, expand, and refine the skills that are essential to your discipline.
- Helps you understand how to communicate to a professional audience.
- Plays a role in determining the initial direction of your career after leaving Ohio University.

Given that the advantages of thesis work are enormous, undoubtedly you are anxious to begin. Therefore it is time to move to the central question: “what in the blazes is a thesis?” Theses exhibit a variety of forms, but all share the following components.

A thesis is . . .

- Based on substantial research using the standards inherent in a specific field.
- Demonstrates a sophisticated understanding of the matters at issue.
- Offers an interpretation. That interpretation does not have to be unique, but it cannot be simply derivative--it must clearly demonstrate insight and creativity on your part.
- Conveys its conclusions in the form of a creative project or document that accords to guidelines designed to enhance its accessibility and its long-term preservation.

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<sup>1</sup> For the sake of convenience, the term “thesis” should be understood to incorporate both conventional written research projects and research projects based in non-traditional media. If you are a student pursuing the latter, all discussions of issues relating to “theses” pertain to you unless specific indications are given to the contrary.

The majority of thesis work results in the production of a substantial written paper of variable length (the nature of your discipline often determines appropriate length), but depending upon your interests and the parameters of your discipline a major component of your thesis work can be, and in some fields should be, a project that makes use of other mediums and/or modes. For example, you are studying social work and want to do your thesis work on factors influencing the retention of social workers in Appalachia. If you had the know-how and the approval of your thesis advisor, you might choose to convey your interpretation of the issues relating to retention in the form of a documentary. While you would still need to have a written document outlining the research you conducted, the documentary could constitute a major portion of your thesis work.

## **§WHEN AND HOW TO BEGIN§**

Although you should be thinking about your thesis early on in your education, *by the last quarter of your penultimate year* you should begin earnestly to seek a topic and choose your thesis advisor. Use the following mantra when approaching any aspect of your thesis work: ***“organize, manage, and inform.”*** Recognize at the outset that the only way to get a thesis done is to view it as a series of steps. If you simply approach it as one massive project, disgruntlement and discouragement are sure to follow.

### **◆ Basic Steps to Follow:**

- \* Carefully read all of the material in this document and seek clarification on any issues that are not clear.
- \*Choose your proposed thesis advisor; meet with him or her to discuss thesis ideas.
- \*Once your proposal has begun to crystallize contact your director of studies and ascertain at what point she or he would like to meet with you and your thesis advisor about your prospectus.
- \*Write your thesis prospectus, draw up a proposed timeline, and submit both to your thesis advisor and director of studies for approval
- \*If the research to be conducted for your project involves human subjects, work with your advisor to secure Institutional Research Board approval. More information on this subject is located in the section of this document entitled “Your Responsibilities.”
- \*Submit a signed prospectus cover sheet, your thesis prospectus, and proposed timeline to HTC.
- \*Work on your thesis in close consultation with your advisor and in accordance with your agreed-upon timeline.
- \*Submit in a timely fashion iterations of your thesis to your thesis advisor.
- \* Notify HTC office of your final thesis title. Final titles are generally due two months before graduation in order to meet publication deadlines for the commencement bulletin.
- \*Once your thesis advisor indicates that she or he is satisfied submit your thesis to your director of studies for approval.
- \*Submit your thesis with the signatures of your thesis advisor and director of studies to the dean of the Honors Tutorial College for approval.
- \*File your thesis in PDF format electronically. (Directions are included in this document.)
- \*You will receive an email from the dean regarding approval of your thesis, or informing you of required changes to be made. If changes are needed, make changes to the paper copy in the college and to the copy filed electronically. The dean will email you of final approval after the changes are

made. *If for some reason you are not available through your OU email during the month after your thesis submission, please notify the HTC Office.*

◆ **Generic Template of the Thesis Process** (provided for general informational purposes—your specific program of study may require a different configuration)

<b>Last Quarter of Your Penultimate Year</b>	<b>First Quarter of Your Thesis Year</b>	<b>Second Quarter of Your Thesis Year.</b>	<b>Third Quarter of Your Thesis Year</b>
Be actively engaged in determining your thesis topic.	Enroll in thesis hours. Make sure that you are enrolled in a “T” class consult your Director of Studies for specifics.	Enroll in thesis hours. Make sure that you are enrolled in a “T” class consult your Director of Studies for specifics.	Enroll in thesis hours. Make sure that you are enrolled in a “T” class consult your Director of Studies for specifics.
Select your thesis advisor.	Engage in the research activities necessary to formulate your prospectus.	Meet on a regular basis with your thesis advisor.	Meet on a regular basis with your thesis advisor and supply them with drafts of your work.
Begin work on compiling a preliminary bibliography.	Produce your thesis prospectus in accordance with the deadlines set for you by your Director of Studies.	Undertake the research necessary for your thesis and begin the process of shaping it on paper.	Keep an eye on your timetable. Don’t underestimate the need to reserve time for revisions.
Investigate potential sources of funding (if required)	Submit your thesis prospectus to HTC in accordance with the deadline determined in consultation with your Director of Studies.	Keep your Director of Studies informed about your progress.	If a public presentation is a necessary part of your thesis, make arrangements with both your thesis advisor and your Director of Studies to fulfill this requirement.
	If required, seek IRB approval for your project.		Notify HTC of the final title of your thesis by the deadline promulgated by the college.
			Give your Director of Studies a copy of your thesis after it has been approved by your thesis advisor. Make sure that your Director is given your thesis in a timely manner so that he or she can review it carefully.
			Submit your completed thesis to the College by 5:00 p.m. on the last day of classes.

### ◆ Choosing a Thesis Advisor/Choosing a Thesis Topic

The best advice that can be given about these two steps is to recognize that your thesis work will be a meaningful and less stressful experience when you have a good advisor and a topic that you care about. Putting together the combination is admittedly something of a challenge. You may know from tutorials that you work well with a particular faculty member, but perhaps you aren't fascinated by the range of subjects that such an individual specializes in. Conversely, you may be fascinated by a subject, but unfamiliar with the professor who possesses the cutting-edge expertise on that topic. If you find yourself in this dilemma, the best solution is to ask your director of studies to arrange a thesis tutorial with a potential thesis advisor in your penultimate year. In this way you should be able to discover a topic that you truly want to work on, and have a concrete sense of whether you are compatible with a faculty member.

*In some programs of study*, if your thesis advisor is your director of studies you will need to add an additional faculty member as a second reader. Please check with your director of studies about this issue. If your program requires a second reader, your director of studies will assist you with finding a faculty member to serve in this role.

A good thesis advisor possesses the following characteristics:

- Up-to-date expertise on your subject.
- The ability to make a commitment of time and energy to helping you shepherd through a project over the course of several quarters.
- A willingness to provide you consistent and meaningful criticism from research to final revision.
- A good track record of dependability in academic matters.

A good thesis topic possesses the following characteristics:

- It is realistic in terms of available resources.
- It is something on which you can produce a substantive piece of work within the time-frame of an academic year.
- It covers an area in which you have some familiarity in your previous academic work.
- It is something that you know you can stick with for the long-haul.

## **§YOUR RESPONSIBILITIES§**

Putting together a thesis is hard, complicated work. Recognize that at the outset. Fortunately you have the opportunity to recruit a staunch ally—your thesis advisor. Your interactions with that individual will often determine the tenor of your experience. Some things to keep in mind:

- In agreeing to work with you, your thesis advisor assumes that you are a mature individual with the self-discipline necessary to undertake a major academic project. She or he is entitled to make and act upon that assumption.

- Your thesis advisor will not expect you to know everything necessary to complete your thesis. After all, thesis work provides you with the opportunity to expand your intellectual horizons and hone your academic skills. But basic academic and technical skills need to be mastered prior to beginning thesis work.
- Communication between a thesis advisor and his/her student cannot be overemphasized. It is a truism that communication is a two-way street, but in the case of thesis work much of the burden for maintaining meaningful contact with your advisor falls on you. During the course of your formal thesis work you should be enrolled in HTC thesis tutorial hours with your thesis advisor.<sup>2</sup> In regular tutorials, you meet with your tutor at least once a week. In the initial stages of thesis work, once-a-week meetings are recommended. As you begin to move more deeply into your project, it may make sense to meet on a bi-weekly basis. But unless you receive explicit permission from the dean of HTC, you must meet with your thesis advisor on at least a bi-weekly basis. Anything less is a certain recipe for trouble.
- Your thesis advisor is a busy professional who does not have time to constantly prod you about adhering to your timeline. You must hold your own feet to the fire when it comes to critical milestones—after all it is *your* thesis. Recognize that your thesis advisor has responsibilities to other students, colleagues, and to their own work. Missing deadlines and/or asking her/him to respond on short notice to your thesis needs will undermine your working relationship with your advisor. Also be aware that your thesis advisor may not be able to work with you over the summer. Faculty members work on nine-month contracts and are not obligated to be available for consultation during the summer months. If summer availability becomes an issue make sure to clear it well in advance with both your thesis advisor and your director of studies.
- If you are properly keeping up your end of the thesis equation, but find that your thesis advisor is not, *do not suffer in silence*. Talk to your DOS about the situation. Your DOS will either deal with the matter or may recommend that you speak to the HTC Assistant Dean. Letting things limp along is not a good strategy.
- **The Office of Research Compliance at Ohio University considers HTC theses to fall within its purview.** If your thesis involves human subjects it must go through the Institutional Research Board (IRB) approval process. To quote from the Office of Research Compliance website: “Any studies by faculty, students or staff that involve human subjects are considered human subjects research by the federal government. This includes everything from clinical trials to surveys, interviews and observation.” The net cast by this definition is wide covering many endeavors in the social sciences and even in some cases the arts. It is best to be safe rather than sorry in the realm of human subjects research. IRB approval must be obtained *prior* to beginning your research.

## § WRITING YOUR THESIS PROSPECTUS & TIMELINE §

At the first meeting with your thesis advisor, discuss the topic you are considering. You may need to meet with your advisor several times before arriving at a clear and concrete understanding of the direction you want to pursue. When you reach the point where you can articulate your thesis topic clearly, contact your director of studies. Some directors of studies will want to meet with you and

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<sup>2</sup> Consult with your DOS to make sure that you are enrolled in the appropriate “T” thesis course for your program of study.

your thesis advisor prior to the beginning of your work on your prospectus. Others will prefer to meet with you and your thesis advisor after the prospectus is complete. Whether the meeting with you, your thesis advisor, and your director of studies takes place before or after the prospectus is developed do not neglect this step. The purpose of this meeting is to explore carefully the parameters of your project and to make sure that your director of studies is fully informed about the nature of your thesis.

With the assistance of your thesis advisor, **you will create a prospectus and a proposed timeline** for the completion of your thesis. The timeline should reflect the amount of time you plan to spend on research and on undertaking the writing, staging, choreographing, or filming needed for your thesis. It should also include target deadlines to insure that you and your thesis advisor can maintain a clear sense of your progress. A prospectus must consist of the following:

**Title:** Develop a short descriptive working title. The exact wording of your final title needs to be submitted to the HTC office at least two months before you graduate.

**Introduction:** Identify your project and describe its focus.

**Research question and approach:** Indicate the issue that is to be tested or research question to be examined. Describe the methods you will use in your research. If data will be collected, describe the method of collection and the analysis. If yours is a creative work, describe how the theme will be developed.

**Annotated bibliography:** Provide a separate preliminary annotated bibliography. The bibliography should include the important seminal works in the field as well as recent work that has a direct bearing on your project. Your annotations should demonstrate that you have read these works and are cognizant of their contributions to the current state of your discipline. Consult your thesis advisor to be sure you are using the approved academic format for your discipline.

The completed prospectus *and* your timeline need to be submitted to your thesis advisor and your director of studies for their approval. Both your thesis advisor and your director of studies must be satisfied with your prospectus. You need to give them sufficient time to comment on it and to give yourself enough time to respond to their requests for revisions. Once they are satisfied with the timeline and the prospectus, you will need to complete the HTC Thesis Prospectus Cover Sheet (*do not handwrite the cover sheet!*) secure the appropriate signatures, and submit the cover sheet, prospectus, and time-line to HTC. Please note: consult your Director of Studies about deadlines relating to the completion of your prospectus.

As you move more deeply into your thesis work, the scope and direction of your project will probably deviate from the thesis described in your prospectus. Make sure, however, that your director of studies is kept informed about substantial changes in your project.

## §REQUIRED STANDARDS§

In keeping with the articulated mission of the college, the qualitative standards for an Honors Tutorial College thesis are high. Your thesis will undergo three separate reviews for quality (thesis advisor, director of studies, dean). As you work on your thesis keep the following points in mind:

**\*The thesis must be your own original work.** Attached is a description of plagiarism.

*Plagiarism is a complicated subject—do not simply assume that you understand it. You will be asked to certify that you have read and understood the materials on plagiarism on your Thesis Prospectus Cover Sheet.*

**\*The thesis must be created in accordance with the specific academic expectations appropriate to your particular discipline.** Consult your thesis advisor and make sure you understand what those expectations are before you begin writing your thesis.

**\*A thesis must be the product of sustained research.** Research is to be understood as a deliberate, thoughtful process of investigation during the course of which you attempt to shed light on a subject in a way that can be transmitted to a wider audience.

**\*The thesis should demonstrate a sophisticated understanding of matters covered in it.** You must offer an interpretation in your thesis. That interpretation does not have to be original, but it cannot be simplistically derivative- it must demonstrate insight and creativity.

**\*All theses must include a scholarly, substantive written component.** Some programs of study may require a piece of creative writing, a piece of choreography, film, etc, but all “creative” theses need to include a scholarly, substantive essay that situates your project in the intellectual heritage of your discipline. The purpose of this requirement is to document the context which influenced the development of your work. Some examples:

- If your thesis is a media production (in the realm of journalism or telecommunications), you need to write a scholarly, substantive essay that discusses how media developments, media theories, and or technical issues influenced the construction of your thesis.
- If your thesis is a piece of creative writing, a play, a film, or a dance piece, you need to write a scholarly, substantive essay which situates your work in the wider discourse that surrounds your discipline—genres, specific techniques, historical developments, the work of other creative artists, etc..

**\*Additional requirement for foreign language, mathematical, or computer science theses.**

Theses composed in a language other than English or theses that are made up largely of a mathematical proof or a computer program must contain a scholarly, substantive essay that summarizes the intellectual work presented in the thesis. As is the case with “creative” theses, you must to compose an essay that situates your work in the wider discourse of your discipline, but it must also explain the content of your thesis so that the ideas, issues, and techniques explored in your work can be appreciated by an educated layman.

**\*The written component of your thesis must include:**

1. Correct grammar and spelling
2. Correct use of technical terms
3. Correct citation
4. Properly constructed figures and tables
5. A bibliography of works in all media which were used in the construction of the thesis.

## **§FORMAT REQUIREMENTS§**

**Type of paper:** Your thesis must be submitted on 20 pound, 8 ½ x 11 paper of at least 50% cotton content. Check the watermark. You may not use erasable or photocopy paper.

**Style:** You must determine the appropriate style with your advisor. You may use APA, MSA, MLA, Chicago or any style traditionally used by your discipline.

**Font:** It is suggested that you use Times, 12 pt.

**Spacing:** Your thesis must be double spaced with the exception of extended quotations which must be single spaced and indented. Double spacing does not apply to captions.

**Margins:** Your thesis must have a 1.5” margin on the left side and a 1.2” margin on the remaining sides.

**Pagination:** Page numbers should be included and located on the page in accordance with the style guide used.

**Bibliography:** Every thesis must include a bibliography listing works consulted during the course of its creation. Consult the style guide recommended by your thesis advisor for proper formatting.

**Citation:** Every thesis must also utilize proper citations. Consult the style guide recommended by your thesis advisor for proper formatting.

**Thesis Binder:** You must use a black “Smead” Pressboard Binder or equivalent (must have flat metal spindles and be two-hole punched). Buy it early!

**Approval Page:** Must contain the phrase “This thesis has been approved by the Honors Tutorial College and \_\_\_\_\_ (put in the name of your department or school).” It must also feature signatory lines below which are listed the name, correct academic title, and function of each signatory party. *A sample approval page is attached to these guidelines.*

**Title Page:** The format for this page is as follows:

Thesis title

A nice little formulaic statement: “A Thesis Presented to the Honors Tutorial College, Ohio University”

Another formulaic statement: “In Partial Fulfillment of the Requirements for Graduation from the Honors Tutorial College with the degree of . . .” In order to insure accuracy in listing your degree please check the list “Honors Tutorial College—Undergraduate Degrees” (included in this document) for your correct degree (use it on your application for graduation as well as on the title page of your thesis).

Author attribution Don’t be shy—take credit for your masterpiece.

*For your convenience, a sample title page is attached to the guidelines as a means of demonstrating spacing and formatting.*

**Label:** Please pick your label up at the HTC office. Labels must be printed or typed. The label must show the title of the thesis, your name, and the month and year of your graduation (not the month that you turn it in if you are completing a thesis outside of the traditional cycle established by the Registrar). *An example of what an HTC Thesis label looks is attached.*

**Blank Sheet:** Place a blank “guard sheet” both in front of and behind the document.

**Table of Contents:** Traditional, multi-chapter theses must include a table of contents. Scholarly, substantive essays to be submitted with a creative thesis do not need to include a table of contents.

**DVDS, Videos, Slides, etc.:** All thesis **material** must be labeled with the same information included on the label attached to the thesis binder.

**Number of copies of thesis submitted:** You must submit **one** bound copy, signed by your Director of Studies and your thesis advisor. If you desire to have additional copies of the thesis that include all the signatory parties, please submit additional signed signature pages with your thesis. The dean will add her or his signature to these additional pages and they will be mailed to you once your thesis has been approved. Please note: You will submit your thesis electronically as well. See page 13 for those directions.

***WARNING: Be sure to back up your work on disk and hard copy at every stage of the writing process.***

## **§SUBMISSION OF THE THESIS§**

**Signatures:** Before submitting your thesis to the college, you must obtain your thesis advisor's signature and your Director of Studies' signature on the approval page. (See attached example) The dean will read your thesis and add her or his signature if approved.

**Deadline:** Your thesis must be received in the office of the dean of the Honors Tutorial College no later than 5:00 p.m. on the last day of classes in the quarter in which you plan on graduating. Please leave a local phone number and preferred email address where you can be reached. It is recommended that you maintain a means of accessing your thesis file in case changes need to be made. If you plan on being out-of-the country during the month following the submission of your thesis, please let the HTC staff know.

**Electronic Submission:** In addition to providing the college with a hard copy of your thesis, it must be filed electronically as well so that it will be available for viewing on Ohio University Alden Library's ALICE and through OhioLink, the Ohio Department of Education's database.

**Having your thesis completed by the deadline is your responsibility—not the responsibility of your thesis advisor or director of studies. Build into your timetable a sufficient amount of time to allow your thesis advisor and director of studies to carefully review your work.**

### **Dean's signature:**

The dean of the Honors Tutorial College reads your thesis before signing it. Please allow one month for your thesis to be read and approved. Although the dean respects the certification of your advisor, she or he reserves the right to request revisions to a thesis that in her or his judgment falls below the quality expected by the Honors Tutorial College. Once your thesis clears the final approval hurdle, you will be notified by email and all of the elements of your brilliant contribution to humankind will take up residence in Alden Library on ALICE and through OhioLINK. If you will not be available through your OU email during the month after you've submitted your thesis, please notify the HTC Office.

## How to Submit Your Thesis Electronically to OhioLINK

Complete the following steps to upload your document to OhioLINK.

*\*Please be aware that uploading your document to OhioLINK may make your document available via a Google Search.*

*\*Also, note that you will be asked to provide an abstract of your thesis. For an HTC thesis, this need not be a complete abstract, but several sentences describing your thesis subject.*

1. **Go to the OhioLINK Center.** While using an Internet browser, go to [www.ohiolink.edu/etd](http://www.ohiolink.edu/etd) and click on “Submission for your *complete, finalized* ETD” (located in the bottom left hand corner of the screen under “Information for Thesis and Dissertation Authors”).
2. **ETD Submission Page.** Read the OhioLINK FAQ’s and publication agreement, then select the option: “I am submitting: My paper’s bibliographic information, abstract, and full text.” Next, check the box that states “I have read these terms...” (see screen options below) and click “Continue.”
3. **Select school:** “Ohio University Honors Tutorial College” and click “Continue to main form” button.
4. **ETD Submission: Information about You.** Complete sections in consecutive order. Provide all information carefully and accurately. This information **MUST** match the information on your thesis. *(For example, if your name on the thesis is “Ima. S. Student” then it must be submitted here as “Ima S. Student” not “Ima Student.”)* This information must be complete for the “Full Text Upload” option to become available.
5. **Complete “Information about you”** - Complete relevant fields in this section carefully. **Enter your name exactly as it appears on your thesis or dissertation**, enter address information, and click the “Update this information and return to the main menu” button.
6. **ETD Submission: Information about Your Paper.**
  - a. **Type your document’s Title in title case with no period at the end** (uppercase and lowercase letters).
  - b. For the abstract, **type a brief summary of your paper.**
  - c. **Enter keywords and separate them with semi-colons (;)** to describe your document’s content/main ideas. **Separate each key word or key phrase with a semi-colon (;)**. Entering keywords will allow others to find your manuscript via search engines without requiring them to know the document’s title. Keywords should be specific and not too lengthy. Acronyms can also be used.
  - d. **Select one or more Subject Headings.** To select more than one Subject Heading, hold down the CTRL key for the PC (or Apple key for the MAC) while clicking on more than one subject heading.
  - e. **Enter the year** your document was completed (it should default to present year).
  - f. **Enter total number of pages in your document; this number should match the page number on the last page of your thesis.** Click on “Save and Continue.”

- g. Select the degree you are receiving. You may select more than one by holding down the CTRL or Apple key.
7. **ETD Submission: Information about Your Degree.**
- a. Select the degree you are receiving.
  - b. Select your program name.
  - c. Enter your Advisor name as listed on your document. **If your advisor has a middle initial, put this in the first name field.** You may enter a second advisor's name if you like, but it is not required.
  - d. Enter the year your thesis or dissertation was awarded. This will default to the current year and usually does not need to be changed unless you are filing at year end. Click "Save and Continue" button.
8. **ETD Submission: Permissions and UMI Publications.** Please follow these instructions carefully.

**IMPORTANT:****OhioLINK Permissions:**

- a. **Leave default selected to first option:** "Copyright, all rights reserved..." since all thesis and dissertation documents are protected by U.S. Copyright laws (with or without registration). *For more information, go to <http://www.copyright.gov/help/faq/>*

**Scroll to UMI Publication:**

**Select:** "Do not upload my paper to UMI..."

**Click "Save and Continue" button.**

9. **ETD Submission: Full text upload**
- a. Note: once you have completed all sections, the "Full text upload" option will appear on the Main Menu.
  - b. Make sure you have converted the final word document to PDF format and emailed the final word document to [honors-theses@ohio.edu](mailto:honors-theses@ohio.edu).
  - c. PDF conversion instructions: Adobe Acrobat is installed in all computer labs on campus. Select File/Print/Select Adobe Acrobat as your printer
  - d. To upload your final document, click "Browse" and locate the file you previously received and saved from TAD Services; click to open. Next, click the "Upload Now" button. (You may need to wait a few minutes until your document is uploaded. **Please do not click the upload button more than once.**)
10. **Complete "Review and complete your submission."**
- a. Proof all information carefully. If you find an error, use the "Back" button, make changes under the appropriate option, and click the "Update this Information and return to the Main Menu" button. Once you are confident that all information is correct, select "Submit my Paper Now" button at the bottom on the Main Menu.
  - b. When the upload is complete, you should be able to view your document by clicking on the blue link: "Please view your PDF file to confirm that it is the correct version of your paper and that it uploaded correctly."
  - c. If you are satisfied with all your information after proofreading, click "Yes, submit my ETD (Electronic Thesis or Dissertation) Now"

The Honors Tutorial College is notified immediately via email that you have uploaded your document to OhioLINK

## PLAGIARISM—Yes, you have to read every blasted word of the following four pages.

Produced by Writing Tutorial Services, Indiana University, Bloomington, IN

### What is Plagiarism and Why is it Important?

In college courses, we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

### How Can Students Avoid Plagiarism?

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings – any pieces of information—that are not common knowledge
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

### How to Recognize Unacceptable and Acceptable Paraphrases

Here's the ORIGINAL text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890's* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here's an UNACCEPTABLE paraphrase that is **plagiarism**:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- The writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- The writer has failed to cite a source for any of the ideas or facts

**If you do either or both of these things, you are plagiarizing.**

**NOTE:** This paragraph is also problematic because it changes the sense of several sentences (for example, “steam-driven companies” in sentence two misses the original’s emphasis on factories).

Here’s an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- Accurately relays the information in the original.
- Uses her own words.
- Lets her reader know the source of her information.

Here’s an example of quotation and paraphrase used together, which is also **ACCEPTABLE**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1).

## Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- Records the information in the original passage accurately.
- Gives credit for the ideas in this passage.
- Indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number>

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be **PLAGIARIZING**. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism **EVEN IF THE WRITER CITES IN HER OWN TEXT THE SOURCE OF THE PHRASES OR SENTENCES SHE HAS QUOTED**.

## Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote from a WWW site, she must cite that source.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from WWW sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information. In this case, it might be a good idea to obtain permission from the WWW site's owner before using the graphics.

## Strategies for Avoiding Plagiarism

1. Put in quotations everything that comes directly from the text especially when taking notes.
2. Paraphrase, but be sure you are not just rearranging or replacing a few words.

Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.

3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

## Terms You Need to Know (or What is Common Knowledge?)

**Common knowledge:** facts that can be found in numerous places and are likely to be known by a lot of people.

Example: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. **You do not need to document this fact.**

However, you must document facts that are not generally known and ideas that interpret facts.

Example: According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6).

The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an interpretation; **consequently, you need to cite your source.**

**Quotation:** using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

The following example uses the Modern Language Association's style:

Example: According to Peter S. Pritchard in *USA Today*, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (14).

**Paraphrase:** using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

**End of Plagiarism Document**

**SAMPLE—VISIT THE HTC WEB SITE (WWW.OHIO.EDU/HONORS)  
TO OBTAIN A COPY OF THIS DOCUMENT  
Honors Tutorial College Thesis Prospectus Cover Sheet**

This form must be completed and submitted to the Honors Tutorial College *along with your thesis prospectus and timeline* in accordance with the due date established by your director of studies. Handwritten forms will not be accepted.

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**Expected Date of Graduation:**

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**Program of Study:**

**I certify that I have read and understand the plagiarism information included in the HTC Thesis Guidelines.**

**Signature of Student** \_\_\_\_\_

**Title of Thesis or Thesis Project:**

**Hypothesis/Research Question/Description:**

**Name of Thesis Advisor:**

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**(Continued on next page)**

**Thesis Advisor and Director of Studies' Endorsement**

*Thesis advisors and directors of studies, please complete the following:*

I have reviewed the Honors Tutorial College Thesis Guidelines and the instructions to thesis advisors. Yes\_\_\_No\_\_\_

I approve the student's thesis prospectus and timeline.

Thesis Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed and approved the student's thesis prospectus and timeline.

Director of Studies Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

## HONORS TUTORIAL COLLEGE – UNDERGRADUATE DEGREES

<u>Major Code</u>	<u>Major Name</u>	<u>Degree</u>
BA1934	Anthropology	BA
BS1931	Astrophysics	BS
BS1902	Biological Sciences	BS
BB1926	Business Administration	BBA
BS1904	Chemistry	BS
BA1932	Classics	BA
BS1929	Computer Science	BS
BF1906	Dance	BFA
BS1925	Engineering Physics	BS
BA1916	English	AB
BS1901	Environmental & Plant Biology	BS
BF1924	Film	BFA
BA1914	French	AB
BS1919	Hearing and Speech Sciences	BS
BA1909	History	AB
BC1918	Communication Studies	BSC
BJ1923	Journalism	BSJ
BS1903	Mathematics	BS
BC1920	Media Arts and Studies	BSC
BA1938	Music	BA
BA1917	Philosophy	AB
BS1905	Physics	BS
BA1908	Political Science	AB
BA1930	Social Work	AB
BA1912	Sociology	AB
BA1915	Spanish	AB
BA1939	Studio Art	BA
BF1940	Studio Art	BFA
BA1913	Theater	AB
BF1913	Theater	BFA

**Sample of Label to be Placed on the Front of the Thesis Binder**

The Transatlantic Partnership:  
A Look at the Relationship between  
The United States and the European Union

Wesley Steven Thoene

June 2003

**Sample Approval Page**

This thesis has been approved by  
The Honors Tutorial College and the Department of Biological Sciences

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Dr. Michael Rowe  
Professor, Biological Sciences  
Thesis Advisor

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Dr. Soichi Tanda  
Honors Tutorial College, Director of Studies  
Biological Sciences

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Jeremy Webster  
Dean, Honors Tutorial College

**Sample Approval Page for Bachelors/Masters**

This thesis has been approved by  
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Biological Sciences

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Jeremy Webster  
Dean, Honors Tutorial College

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Dr. Benjamin Ogles  
Dean, College of Arts and Sciences

**Sample Title Page**

PHASE MIXING AND VIOLENT RELAXATION IN GALAXIES:  
THE SHELL GALAXY NGC2634 AND AN APPLICATION OF FISHER  
INFORMATION

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A Thesis  
Presented to  
The Honors Tutorial College  
Ohio University

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In Partial Fulfillment  
of the Requirements for Graduation  
from the Honors Tutorial College  
with the degree of  
Bachelor of Science in Astrophysics

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by  
Daniel R. Wik  
June 2003