

CMU

CENTRAL MICHIGAN
UNIVERSITY

GUIDELINES FOR PRESENTATION OF PLAN B PROJECTS



Mount Pleasant, Michigan
2008 Edition

CHAPTER I

PLAN B PROJECTS

Before The Research/Creative Project Begins

Proposal. Students select their topic with approval of their monitor. Following the directions from the monitor, students submit their Proposal to their monitor. AFTER approval of the Proposal has been received from the monitor, and BEFORE the collection of data begins, students **MUST** complete the IRB Process!

Institutional Review Board (IRB). Students must be aware of the limits that are applied to human and animal experimentation. Institutional Review Board (IRB) approval is required (BEFORE data are collected!) for all research involving human subjects and Institutional Animal Care and Use Committee (IACUC) approval is required for all research involving animals. Information on experimentation and IRB or IACUC requirements can be obtained from your monitor or on the Office of Research and Sponsored Programs website at:
<http://www.orsp.cmich.edu/Policies.htm>

Finished Manuscript

The finished manuscript (and a second copy) of professional quality and free of errors is to be presented to your monitor at least 4 weeks before the end of the semester (individual monitors may set other dates).

- The monitor determines whether the finished manuscript meets required standards for content and writing.
- The student/author is responsible for correcting all errors- typographic, format, spelling, tense, person, syntax, and substantive content.
- The final, accepted manuscript must be submitted to the monitor **WITH** a completed Plan A & B Completion Sign-off Form (www.grad.cmich.edu/appforms.htm)
 - A completed End of Data Collection Form, if not previously submitted to your monitor.

Apply for Graduation

All graduate students must apply for graduation. Graduation Applications are available at the College of Graduate Studies (Foust 100) or online at www.grad.cmich.edu/appsforms.htm Students should complete the graduation application and submit it to the College of Graduate Studies (Foust 100) with a CHECK FOR \$50.00. An official audit will be conducted of the student's graduate record at CMU. This audit will officially determine whether students have satisfied all of the requirements for their graduate degree.

Each term the Graduate Office uses two filing for graduation deadlines:

1. If you will have met all requirements for your degree, this date guarantees your name will be printed in the graduation program.
2. If you will have met all requirements for your degree by this date you will be approved to graduate. However, your name may not be printed in the graduation program.

December Graduation:

1. Early October
2. Late October

May Graduation:

1. Early February
2. Early March

August Graduation:

1. Mid-June

Stylistic Guidelines

Students are expected to follow the guidelines **most recently** set forth by the A.P.A. Manual regarding manuscript formatting. Students and monitors should make sure the most recent guidelines are followed. These guidelines will be discussed later in this document.

MSA 685 Project Checklist

(Students should keep this checklist with their manuscript to ensure they complete every step in the process!!)

- Select topic and obtain initial approval from your monitor.
- Design the Project.
- Complete the Proposal and obtain approval from your monitor.

- Secure Institutional Review Board (IRB) or Institutional Animal Care & Use Committee (IACUC) approval. (This is required if the student's research is conducted with human or animal subjects).
- Conduct the Research.
- Analyze your data.
- Write** rough drafts. Please return the previously corrected draft, to your monitor, with each new draft. Discuss any questions with your monitor.
- Submit** the End of Data Collection Form to your monitor.

- **Submit** final draft of your Plan B Project to your monitor. Include a copy which will be corrected and returned to you.
- **Submit** the Plan A & B Completion Sign-Off form to your monitor:

CHAPTER II

FORMATTING

This guide is presented to explain format and style requirements for Plan B Projects. This guide includes instructions for preparing the document, templates for margins and pagination, page layout examples, a formatting checklist, a manuscript check list, and a summary table (to be included in the future).

Formatting Style

MSA 685 is a capstone experience for graduate students at CMU. The student and the monitor are responsible for the accuracy of the content of the manuscript, and should proofread and edit the manuscript carefully for correct person, tense, syntax, grammar, spelling, punctuation, references, and adherence to MSA and A.P.A. guidelines. The MSA Department reserves the right to reject Plan B projects that contain errors or do not follow the required MSA and A.P.A. format and style guidelines.

Plan B Formatting Checklist

The **Guidelines** should be consulted **during** the formatting process and should be completed before submitting your MSA 685 Proposal to your Monitor.

NOTE: Correct margins and consistency are the most important facets of formatting your document. Please pay close attention to these during the formatting process.

Section A: Manuscript Preparation

The final draft of the Plan B Project will be microfilmed. Thus, a clear final draft is required. **Do Not Bind** the final draft.

- Standard, white paper size (8½ x 11) is used.
- Manuscript is printed on only one side of the paper.
- A common, non-script typeface (such as Courier or Times New Roman) with a 11 or 12 point size is used.
- Every manuscript is composed of three parts: 1) Preliminary Pages, 2) Text, and 3) Supplementary Pages. The chart on the back of this guide includes the final copy sequence for all sections, whether or not the sections are required, margins and page numbering requirements, whether or not sections are listed in the Table of Contents, and where descriptions and examples of sections may be found in this guide.
- The Appendices found in this guide are designed to assist students with the exact formatting and wording requirements. The words in **bold** are insertions students should put into each page and the wording in italics should NOT be included in the student's page, they are there only for formatting assistance.

Section B: Preliminary Pages

Preliminary pages are all the pages that precede the text of the Plan B Project. Page numbers in the preliminary pages are expressed in lower case Roman numerals (i.e.: i, ii, iii) and are **centered four inches from the right edge** of the page and placed **one inch above** the bottom of the page.

1. *Blank White Page*
2. *Executive Summary (do not count, do not number)*. The Title on the Executive Summary page **must be identical** to the title as it appears on the title page (Appendix A). The Remaining Preliminary Pages are numbered with **small Roman numerals** (beginning with ii on the **first page** following the Title Page).
 - Introduction. The introduction should concisely present the background for the project the student conducted and outline the importance of the question the student was asking.
 - Rationale/Hypothesis/Purpose Statement. Why did the student conduct the project?
 - Methodology. Specifically, how did the student conduct the project?
 - Results. What were the student's findings?
 - Conclusions. What conclusions were drawn from the student's findings and what were the implications of the findings?
3. *Title Page*
 - Count, do not number the title page (Appendix B).
4. *Frontispiece (optional)*
 - A frontispiece is optional. It may be a quotation, drawing, photograph, or whatever the student considers appropriate for the Project (Appendix C).
5. *Copyright Page (optional)*
 - If the student intends to apply for a copyright, a page (Appendix D) is included in the Project.
6. *Dedication Page (optional)*
 - If used, make it brief (Appendix E).

7. *Acknowledgement Page (optional)*

- Some Projects do contain a brief statement of appreciation for, or recognition of, any special assistance, guidance, or support received (Appendix F).

8. *Table of Contents*

- Include **only** items that **follow** the Table of Contents.
- The Table of Contents (Appendix G) must be detailed. It should include the chapter titles and the first two levels of subheadings. A very important aspect of the Table of Contents is consistency within the Table and between the Table and the text.
- The wording, style, and punctuation of headings and subheadings in the Table of Contents must match **exactly** the wording, style, and punctuation of those headings and subheadings in the text. Only material that **follows** the Table of Contents is listed **within** the Table of Contents.
- Ellipsis marks (dots) that lead the reader's eye from the entries to the page numbers are required (the page numbers **Must** match those in the text) (Appendix G).

9. *List of Tables*

- This page is required if there are **two or more** tables within the manuscript. The most important aspect of the List of Tables is consistency within the Table and between the Table and the titles as they appear **above** the tables in the text.
- The wording, style, and punctuation of titles in the List of Tables **must match exactly** the wording, style, and punctuation of those titles in the text (Appendix H).

10. *List of Figures*

- This page is required if there are **two or more** figures within the manuscript. The most important aspect of the List of Figures is consistency within the Figure and between the Figures and the titles as they appear **below** the figures in the text.
- Wording, style, and punctuation of titles in the List of Figures **must match exactly** the wording, style, and punctuation of those titles in the text.

11. *Margins of the Preliminary Pages: (Appendix I)*

- Top margin = 2 inches
- Bottom margin = 1 inch (the bottom margin refers to the space **below** the page number)
- **Left margin = 1½ inches.** This margin is extremely important.
- Right margin = 1 inch.

Section C: Text

NOTE: It is vital that students make sure the left margin of their manuscript is 1½ inch and that all wording is correct. The text portion of the manuscript consists of the main text, Appendices, and Reference List. Each of these pages is assigned a page number that is expressed in Arabic numerals (i.e., 1, 2, 3). Begin the pagination at 1 and continue consecutively to the end of the manuscript, including the Appendices and Reference List.

1. *Text: Must be double-spaced.*

2. *Page Numbers:*

- Must be INSIDE the margins.
- Must be Arabic numbers.
- The location of the page numbers **MUST** be consistent throughout the text (including the tables/figures).

3. *Headings*

- Most manuscripts are organized by heading of "CHAPTER," although a structured organization can exist without the use of the specific heading of "CHAPTER."
- Chapters or major sections should begin on a **new** page.
- Each chapter or major section may be subdivided by second, third, and occasionally fourth or fifth level headings to emphasize specific aspects of the discussion. As a rule of thumb, there **MUST** be at least two headings per subdivided level. (For example, there should be at least two third level headings for manuscripts that are subdivided into three levels.)
- Capitalization in headings must be consistent throughout the text and within the headings in the Table of Contents.

- Spacing above and below all headings should be consistent throughout the manuscript.

4. *Spacing, Indentation of text, series, and block quotations*

- The text is double-spaced.
- New paragraphs begin five spaces or 0.5 inches from the left margin.
- Numbered/Bulleted/Lettered Series: indented from the left margin (the same as the paragraph indent).
- Block Quotations:
 - Indent them from just the left margin.
 - Double-space or single-space all of them (ask your monitor).

5. *Tense*

- Write your **Proposal** in the **future** tense. Tell the reader what you will study, how you will analyze the data, etc.
- Write your **final** draft in the **past** tense. Tell the reader what you studied, how you analyzed the data, etc.

6. *Person*

- Write your Project in the **third** person.
- You choose to refer to yourself as the researcher, writer, investigator, etc. Select one and be consistent throughout the Project.

7. *Paragraphs*

- No one sentence paragraphs are allowed.
- Paragraphs, one page or more in length are not allowed.

8. *Do Not Animate the Project*

- You conduct, carry out, etc. the Project.
- The Project does not (can not) do anything.
- **Do not** use these phrases: The study found, The study indicated, Chapter II presented, etc.

9. *Facing Pages*

- Used when the integrity of the table or documents would be compromised if they were to be retyped to "fit" within the margins.

- The table number, Appendix, the Title, and the page number are placed on a "facing page." Since it faces the table/document, this facing page's material will be centered 4 inches from the **left** edge of the page.

10. *Citations*

- The Author (year) format is used for citations beginning a sentence. For example: Jones (1999), Jones and Johnson (1999), and Jones, Johnson, and Ward (1999).
- The (Author, year) format is used for end of sentence citations. For example: (Jones, 1999), (Jones & Johnson, 2003), and (Jones, Johnson & Ward, 2001). Every citation **must** be accompanied with its full listing in the Reference List. The selected format must be utilized consistently throughout the manuscript.

Section D: Supplemental Pages

1. *Reference List, References cited, etc.*

- The final section of the MSA Project is the Reference List. Since all writers of MSA Projects include material from "outside sources," either in direct quotation, paraphrase, or summary, this section is required.
- Use Current A.P.A. Format.
- Entries should be single-spaced and in alphabetical order (ask your monitor).
- Double-space between entries.
- Individual entries should begin and end on the same page.

2. *Appendix or Appendices*

- Some students will not need to include this section in their manuscript. It is usually added to contain supplementary illustrative materials, original data, mathematical derivations, computer programs, or quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text. Appendices should follow the last page of the text. The pages of the Appendices should contain materials grouped in a consistent manner and the pages are consecutively numbered.
- If one or more appendices are included, they follow the last page of the text.
- Page numbers in the appendix follow the text consecutively (e.g., if the last page of the text is numbered "127," then the first page of the Appendix is number "128").

3. *Blank White Page*

Section E: Attachments

1. *Photographs*

- Students who have photographs may have a copy center or graphics center reproduce them onto xerographic paper or the original photographs may be inserted using the dry mounting process. Various types of permanent glue are also acceptable. Picture corners or tape are not acceptable.

2. *Slides*

- If slides are a part of the MSA project, the slide pockets must be included in the manuscript of the final draft.

Section F: Plan B Manuscript Check List

The sections below are **REQUIRED** to be present in the paper (**IN THE EXACT ORDER SHOWN**):

- Blank white page
- Executive Summary
- Title page
- Frontispiece (OPTIONAL)
- Copyright (OPTIONAL)
- Dedication (OPTIONAL)
- Acknowledgment (OPTIONAL)
- Clearance (IRB, institutional, etc.)
- Table of Contents
- List of Tables (required only if there are two or more tables)
- List of Figures (required only if there are two or more figures)
- Text of the Plan B Project
- Reference List (could be called “Literature Cited,” “References,” etc.)
- Appendix (OPTIONAL)
- Blank white page

Appendix A

EXECUTIVE SUMMARY

THIS IS HOW THE TITLE OF THE EXECUTIVE SUMMARY
SHOULD LOOK WITH MORE THAN ONE LINE

By (Student's Name)

*The wording of the title on this Executive Summary page must be single-spaced and **identical** to the wording of the title on the title page. The Executive Summary is a very important part of the Plan B Project and **must** clearly define the student's Project. The text of the Executive Summary may be of any reasonable length. It must be used to explain the Project.*

The introduction concisely presents the background for the project that was conducted and outlines the importance of the questions being asked. The rationale/hypothesis/purpose statement should explain why this project was conducted, the methodology, and how the Project was conducted. Finally, state the major findings and conclusions of the Project.

This page **must** be double-spaced. Use two pages, if necessary. The pages must begin at a 2-inch top margin. There should be two spaces between the words Executive Summary and the title, two spaces between the title and your name, and two spaces between your name and the text of the Executive Summary.

Appendix B

THIS IS HOW A TITLE PAGE SHOULD
LOOK WITH ONE OR MORE LINES

Author's Name

Author's Student Number

A Plan B Project submitted in partial fulfillment of the requirements for the degree of
Master of Science in Administration

Concentration: Author's Concentration

Monitor: Dr. Walter R. Schneider

Central Michigan University
Mount Pleasant, Michigan
Month, 200(year)
[This is the month/year of the student's Final Draft.]

Appendix C

“In nature’s infinite book secrecy a little I can read.”
William Shakespeare

The appropriate lower case Roman numeral page number would be centered at the bottom of the page.

Appendix D

Copyright by
[Your full legal name]
[Year]

The appropriate lower case Roman numeral page number would be centered at the bottom of the page.

Appendix E

This study is dedicated to my family for all of their support throughout this project.

The appropriate lower case Roman numeral page number would be centered at the bottom of the page.

Appendix F

ACKNOWLEDGMENTS

I wish to thank the members of the ad hoc Plan B Projects Committee:

Dr. Mitchell Brown, Dr. William Smith, Dr. George Goddard, and Dr. John Cantor.

These faculty members provided valuable direction when this project began, reviewed the draft of the document, and made many contributions to the final product.

Throughout the process, these faculty from history, mathematics, psychology, and biology drew on their experiences of working with many graduate students as major professor, thesis advisor, and thesis or dissertation committee members. I also wish to thank the graduate colleges of our sister institutions -- Eastern Michigan University, Michigan State University, University of Michigan, and Western Michigan University -- for sharing copies of their guidelines and instructions for the preparation of Plan B Projects. I am confident that the experiences of this team have resulted in a useful guide for graduate students at Central Michigan University.

The appropriate lower case Roman numeral page number would be centered at the bottom of the page.

Appendix G

TABLE OF CONTENTS

LIST OF TABLES	ix
LIST OF FIGURES	xi
CHAPTER	
I. INTRODUCTION	1
Subheading	1
This is Another Example	3
This is a Side Heading	5
This is Another Side Heading	5
Spacing and Indentation	15
Footnotes and Endnotes	17
II. TITLE FOR CHAPTER II	20
Check Your Margins and Page Numbers	20
Make Sure Your Table and Figure titles are Identical to The Title Printed in the List of Tables and List of Figures	25
III. TITLE FOR CHAPTER III	55
Subheading.....	55
Subheading.....	56
APPENDICES	101
Appendix A: Title of Appendix A	101
Appendix B: Title of Appendix B	103
BIBLIOGRAPHY	104

If using bold print in the TABLE OF CONTENTS, this has to be exact as in the text.

The appropriate Roman numeral page number would be centered at the bottom of the page.

Appendix H

LIST OF TABLES

TABLE	PAGE
1. The Table Title Must Be Identical to the Title in the Text.	1
2. Example of an Embedded Table.	8
3. Example of a Landscape Figure.	9

The appropriate lower case Roman numeral page number would be centered at the bottom of the page

Appendix I

Top Margin = 2 inches

Margins and Page Numbers: Preliminary Pages

Margin requirements historically seem to be the subject of bitter humor. The reason for strictly imposing them is to present your Project in its best possible form.

The border surrounding the Preliminary Pages has an area of 6 inches wide by 8 inches high. The text AND page numbers must fit **within** this area.

Page numbers are **lower case** Roman numerals and are required to be centered between the margins and one inch above the bottom of the page.

Left Margin = 1½ inches

Right Margin = 1 inch

Bottom Margin = 1 inch below the page number

Appendix J

Top Margin = 1 inch

Margins and Page Numbers: Text and Supplementary Pages

There is only one difference between the margins for the text and Supplementary pages and the preliminary pages. The top margin is now **one inch** from the top of the page. This results in an area of 6 inches wide by 9 inches high in which the text AND page number must all fit. Please remember that these pages carry Arabic numerals. There should be no parentheses or dashes before or after the page number. Page numbers run consecutively throughout the text and supplementary pages. DO NOT begin the Appendices or Bibliography with the Arabic number one.

Please follow the margin specifications.

Left Margin = 1 ½ inches

Right Margin = 1 inch

Bottom Margin = 1 inch

Appendix K

CHAPTER I

INTRODUCTION

Subheading

A subheading is centered and in upper and lower case. This is how it should appear in the text. The title **must** be identical to what is listed in the *Table of Contents*.

This is Another Example

The spacing between the text and the next heading is double-spaced. Below are examples of side-headings.

Side Heading

The side headings **must** be listed in the *Table of Contents*.

Widows and Orphans

Make sure that you do not leave one line of text all alone on the bottom of a page, i.e., a new paragraph or a partial line of text by itself on the top of a page (a page must contain, at least, two full lines of text). Avoiding widows and orphans will improve the professional appearance of your Project.

Right Justification

Do not right justify your Project! When right justification is used, invariably some of the words will be placed too close together and some words will be placed with varying "white spaces" between them.

Top Margins

All top margins of the text and Supplementary pages must be one inch.

Bottom Margins

The bottom margins should not vary by more than a single-spaced line!

Spacing and Indentation of Text, Series, and Direct Quotations.

The text is double-spaced and a new paragraph begins five spaces or 0.5 inches from the left margin. A numbered, lettered, or bulleted series is indented from just the the left margin.

Short quotations should be enclosed with double quote marks ("..."). Quotes within a quote should be enclosed with single quote marks ('...').

Blocked Quotations

Blocked quotations are indented from just the left margin or both margins. In addition, blocked quotations are single spaced or double-spaced (check with your Monitor). Here is an example of a blocked quotation:

In general a quotation of two or more sentences which run to four or more lines of text is single-spaced and indented in its entirety five spaces from the left margin, with **no quotation marks** at the beginning or end (author, year, P. #).

As an example of a bulleted series, examine the list of mistakes frequently made by graduate students when they prepare their manuscripts:

- Preliminary sections in the wrong sequence.
- Executive Summary is too long or missing.
- Headings and subheadings not consistent from chapter to chapter.
- Captions on tables and figures not identical to those on the List of Tables or List of Figures.
- Text or page numbers outside the margins.

Appendix L

TABLES AND FIGURES

A Plan B research project will frequently include tables and figures. Discipline guidelines should be consulted for appropriate methods for constructing and laying out tables and figures. Because such illustrative materials must also fit the margins, it is sometimes necessary to use smaller type or make reduced copies. With both tables and figures, the final product must be of professional quality so that the illustrations are sufficiently clear, sharp, and large enough to be easily readable and, if necessary, suitable for microfilming. A wide illustration may be placed broadside (landscape) on the page with the **top on the left side** and the caption sideways (see Figure 1 on the next page).

Tables and figures are inserted as **near** as possible to the text they illustrate. As a general rule, illustrations of one-half page or less in length may appear on the same page with text ("embedded"), separated from the text above and below by double-spacing (Table 1). "White space" **must** be avoided on all pages (except for the last page of each Chapter/Section).

Table 1. Trends in Graduate Enrollment by field, 1986 to 1998

Major Field	1998	% Change 1995 to 1998	Average Annual % Change 1986 to 1998
Biological Sciences	59,486	-1%	1%
Business	189,328	-1%	1%
Education	258,722	-1%	2%
Engineering	87,641	0%	1%
Health Services	88,465	-3%	4%
Humanities & Arts	96,599	-2%	2%
Physical Sciences	90,574	-1%	0%
Public Admin & Sciences	49,512	0%	4%
Social Sciences	98,277	-4%	2%
Other Fields**	85,033	1%	1%

Every table must bear a number and caption placed **above** the table. Every figure must bear a number and caption placed **below** the figure. Its placement (against the left margin or centered) must be consistent throughout the manuscript. Captions should be kept short, as these are the same titles, which make up the List of Tables and List of Figures in the preliminary pages.

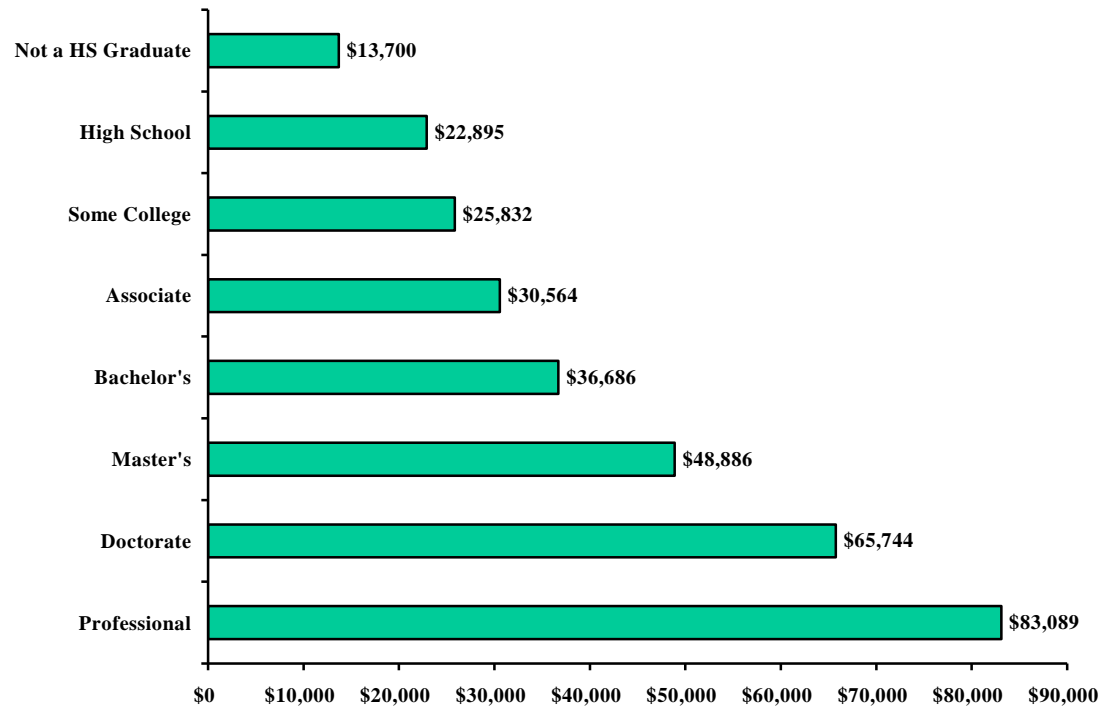


Figure 1. Estimates of Annual Earnings, by Level of Education, 1996
(Bureau of the Census, P20-493, 1996)

Please pay close attention to the location of the page number. Page numbers must be in the **same location as those in the remaining text

Section	Required/Optional	Margins	Page Numbering	Listed in Table of Contents	Description and Further Guidelines	Appendix in Guide
PRELIMINARY		Top = 2" Left = 1 1/2" Right = 1" Bottom = 1"	Number With Small Roman Numerals		Page 6-8,20	Appendix I
Blank white page	Required		Do not count	No		
Executive Summary	Required		Do not count	No	Page 6,11,12	Appendix A
Title page	Required		Count/Do not number	No	Page 6,11,13	Appendix B
Frontispiece	Optional		Count/Number	No	Page 6,11,14	Appendix C
Copyright page	Optional		Count/Number	No	Page 6,11,15	Appendix D
Dedication page	Optional		Count/Number	No	Page 6,11,16	Appendix E
Acknowledgment page	Optional		Count/Number	No	Page 7,11,17	Appendix F
Table of Contents	Required		Count/Number	No	Page 7,11,18	Appendix G
List of Tables	Required, if there are two or more		Count/Number	Yes	Page 7,11,19	Appendix H
List of Figures	Required, if there are two or more		Count/Number	Yes	Page 7,11,19	Similar to Appendix H
TEXT PAGES	Required	Top = 1" Left = 1 1/2" Right = 1" Bottom = 1"	Number with Arabic numbers starting with page 1	Yes	Page 8-10,11, 22,23	Appendix J,K
SUPPLEMENTARY PAGES			Arabic Numbers continuing in sequence with the text		Page 10,11	
Bibliography, Literature Cited, References	Required		Count/Number	Yes	Page 10,11	
Appendices	Optional		Count/Number	Yes	Page 10,11	
Blank white page	Required		Do not Count	No		

1/25/08