

**GRADUATE SCHOOL
NORTHWEST MISSOURI STATE UNIVERSITY
GUIDELINES FOR THESES AND SCHOLARLY PAPERS**

The due date, when final approved theses or scholarly papers must be submitted electronically to the Graduate Office, will be announced, at the beginning of each trimester. This date is typically three weeks before the end of the trimester. Please check with the Graduate Office for this information.

- **Beginning Fall 2011, theses and scholarly papers will be submitted electronically.**
- **Hard copies will not be housed in Owens Library.**
- **Binding services will no longer be provided through the library.**
- **The student will be responsible for binding personal and/or department copies, if required.**

Format:

1. Follow the style or style manual recommended by the department in which the thesis is written.
2. Prepare the title page and approval page according to the models furnished.
3. The writer of a thesis is expected to prepare an abstract of the thesis in a concise statement of approximately 200 to 500 words. The style used should follow the model furnished. It should be written in such a way that it would lend itself to an annotation for library use in the card catalog and for a quick annotation regarding the major emphasis.

Submission of the thesis for review:

1. Following thesis defense and approval in the department, submit to the Graduate Office:
 - A CD with the thesis as one document
 - One copy of the title page, approval page and abstract, with signatures (thesis paper NOT required)

Deadlines:

1. On or before the last day designated for final written comprehensive examinations, the thesis CD and the title page, approval page bearing advisor and committee signatures and abstract should be submitted to the Graduate School for final approval. The Graduate Dean will review the thesis and notify the student of acceptance and/or corrections if needed. A corrected CD must then be submitted to the Graduate Office, if required.