

CAMPBELLVILLE UNIVERSITY



Thesis Guide

**Master of Justice Studies
Division of Social Science
School of Arts and Sciences**

V2. Last Updated July 2020

The Thesis

This guide describes the definition of a thesis, expectations for the thesis, general design techniques, and formatting techniques.

I. WHAT IS A THESIS?

A thesis is original research work developed by the student. The thesis should advance knowledge, improve professional practice, or add to understanding in the field of study. Thesis work should be presented in a logical and clear fashion. The goals for your thesis must be measurable.

A thesis is a significant original body of work produced by a student and put into written form. “A Master’s thesis must show that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As much as possible, it should be an original contribution” (University of Ottawa, 2020 p.2)

Students who elect the thesis option will be involved in a supervised independent inquiry. The thesis process involves the constructing of knowledge, creating an enhanced understanding or expansion of the knowledge base of the theory which their research is formed.

II. ELIGIBILITY

- a. Students must have completed 30 hours and have permission from the Program Director before enrolling in CJ 600/601 (Thesis I/II).
- b. The thesis is more focused on writing a proposal, developing a methodology, and completing original research.
- c. Prior to obtaining permission, the student must email the Thesis Chair the following information:
 1. A purpose statement for your study, based on a preliminary literature review
 2. Research question(s)
 3. Methods Outline – how do you think you will go about answering your research question?
 4. References Page
- d. Students will work with the faculty reader based on the field of study that their thesis work relates to and the availability of faculty. The student will be enrolled in the appropriate class and section to accomplish this requirement.

Getting Started

Ideas for topics may come from many sources: current events, a required course, readings, your job, a discussion with a faculty member, a discussion with a fellow student, or perhaps an area of interest to the student. Students are encouraged to use the library, the Internet, and the World

Wide Web extensively. Once a student has determined the topic they wish to pursue for the thesis and the thesis Chair has approved the topic, they need to collaborate with the thesis Chair, and move into the process of writing and submitting the thesis proposal. The thesis Chair reserves the right to refuse a thesis topic and request the student to reevaluate their topic.

A thesis is intended to demonstrate the student's ability to successfully conduct original research. Thesis are often designed to solve practical problems and to answer practical research questions; they also generally deal with underlying theoretical, philosophical and/or ethical issues of interest to scholars and professionals in the discipline. The thesis is expected to be of sufficient depth and breadth that (in edited form) it could be presented for publication in a professional journal. The master's thesis should offer evidence of sound research and an adequate treatment of a well-defined subject. **A mere essay or compilation of facts will not be accepted.** The thesis must be written on a subject under the cognate area in which the student is seeking.

It is the responsibility of the student to present well-organized, personal research. Students should seek assistance from the Writing Center and Library should they need instruction in writing and research of their thesis. There are two courses required for the thesis: CJ 600 and CJ 601. Students are required to enroll in the courses in consecutive bi-terms in order to complete the thesis process. Students may not take them at the same time as it would not allow the sufficient amount of time to conduct an original thesis. If the student is not able to complete the thesis within the two bi-terms, they will be required to enroll in subsequent sections of the appropriate course to complete the requirements for the Master of Justice Studies. This will result in students paying the required tuition and fees for the additional courses.

Writing Skills

Grammatical errors, spelling errors, and writing that fails to express ideas clearly will not be tolerated for the thesis. Errors in grammar and spelling seriously detract from the material. Language that is not clear can also be an impediment to sharing the new knowledge. A student who is unable to write correctly and clearly is urged to seek help from the Writing Center. The Writing Center is located in the Student Union building. The telephone number is (270)789-5438 and the email address is www.campbellsville.edu/writing-center.

Here are some helpful hints taken from Nova Southeastern University's *Dissertation Guide* (1977) to get your writing off to a good start:

1. Quality, not quantity
2. Think before you write
3. Proofread your work
4. Avoid general statements unless they are followed by statements that clarify and provide supporting evidence
5. Avoid the use of passive voice
6. Avoid excessive quotation
7. Contractions do not belong in formal writing
8. Use appropriate diction: received rather than got; difficulty rather than problem, etc.
9. The use of the first person is inappropriate in formal writing in that it gives the appearance of less objectivity
10. Avoid needless intensifiers. For example: very important—either it is important, or it is not
11. Watch for split infinitives. For example: avoid to merely serve, or to formally advocate or to fully answer; use instead merely to serve, to advocate formally, or to answer fully
12. Colloquialisms and clichés are inappropriate in formal writing.
13. Your opinions are not relevant. The results of your investigation are.

Certification of Authorship

A certification of authorship statement must accompany the submission of all thesis work. The student must certify that they are the author of the document submitted and that any assistance they received in its preparation is fully acknowledged and disclosed in the document.

Thesis Chair

The role of the thesis Chair is critical for the student's success in the thesis process. Once students decide, they would like to conduct a thesis they need to meet with an area appropriate member of the graduate faculty to determine if:

1. The topic is suitable for a thesis study
2. The faculty member will act as the student's thesis Chair
3. The thesis Chair will help the student to choose a thesis reader

The Thesis Committee

Each student will have a thesis committee that will review the final thesis proposal and the final thesis report. Your Committee will consist of your thesis Chair and your thesis Reader.

Requirements for thesis committee members

Scholar who has a terminal degree in the applicable field from a regionally accredited institution

- Approved by Campbellsville University, school or department conferring the degree.
- Qualified Readers may be from outside the conferring school, department, or university with approval from the school or department program director and/or department Chair.

Proposal Deadlines

Students must coordinate with the thesis Chair and follow guidelines suggested by the Chair with respect to submitting the proposal for review. Deadlines for submission will follow these general guidelines:

CJ 600:

1. Acceptance of thesis topic and research plan (prior to beginning of term)
2. Chapter 1 Introduction: (week 3 of term)
3. Chapter 2 Literature Review: (week 5 of term)
4. Chapter 3 Methodology: (week 7 of term)

CJ 601:

1. Expectations, conclusion, limitations (week 2 of the term)
2. Appendices and references list (week 4 of the term)
3. Final research proposal due (week 5 of the term)
4. Proposal Defense (week 7 of the term)

The thesis Chair may alter these guidelines as needed, but they will provide sufficient time for the thesis Reader to return each chapter/section for revisions/corrections and will allow sufficient time for students to complete the thesis and defend with the two terms allotted for the thesis. Failure to meet these deadlines may result in delaying your grade and your graduation date.

Defending your thesis

When you have completed your thesis and are ready to defend, you will coordinate with your Chair to arrange a forum in which to defend your thesis. This may be in-person, via an online webinar, conference call, or other similar format. Expect the defense to last 1-2 hours.

Most defenses will be done online via webinar or some similar format. Basic questions that will be posed to the student regarding the thesis will include questions on the design of their study, outcomes of their research, choice of methods, other research in the field, and analysis. The student will need to be prepared to answer questions regarding all aspects of their methodologies, findings, and conclusions included in the thesis.

During the defense, students must dress in proper business attire. The student will be given 20 minutes to present an overview of their thesis (a Microsoft PowerPoint presentation is required and should be sent to the Chair at least one week prior to the defense). The presentation needs to

include an overview of the study's purpose and significance (both practical and empirical), the methods, the analysis, the results, limitations, discussion of the findings, and suggestions for future research. Following the presentation, the thesis committee will present student with questions. The committee will pose two rounds of questions. If a committee member is absent due to unforeseen circumstances, the thesis defense must be rescheduled.

Following the student's presentation and the rounds of questions, the final defense will be adjourned, and the student and any non-faculty visitors will be asked to leave the room/call. The committee will make a decision based on the following categories:

- Accepted: The thesis may require typographical or minor editorial corrections to be made to the satisfaction of the advisor.
- Accepted with modifications: The thesis requires minor changes in substance or major editorial changes which are to be made to the satisfaction of members of the thesis committee designated by the committee. The thesis committee's report must include a brief outline of the nature of the changes required, the date by which the changes are to be completed, and the consequences if the student fails to comply.
- Accepted conditionally: The thesis requires more substantive changes but will be acceptable when these changes are made to the satisfaction of the members of the thesis committee designated by the committee. The thesis committee's report must include a brief outline of the nature of the changes required, the date by which the changes are to be completed, and the consequences if the student fails to comply.
- Decision deferred: The thesis requires modifications of a substantial nature the need for which makes the acceptability of the thesis questionable. The thesis committee's report must contain a brief outline of modifications required, the date by which the changes are to be completed, and the consequences if the student fails to comply. The revised thesis must be re-submitted to the committee for reexamination. The reexamination will follow the same procedures as for the initial submission. This decision is only open once for each candidate.
- Rejected: The thesis is rejected. The Chair of the examination will report the reasons for rejection and advise the student on the suitability of the candidate continuing in the program.

Subsequently, the student will be invited to reenter the room (or call back in, if it is a webinar) and the final decision of the committee will be conveyed to the student. After the final defense is finished, the Chair will complete the final thesis defense decision form.

Changes may be required to the thesis after the final defense. Once these changes have been completed, the student must submit the final thesis to the Chair. Once the final thesis is approved, the Chair determines if the final grade of S= Satisfactory or U= Unsatisfactory for CJ

601. The grade should not be provided until all edits are complete and the final document is submitted to the thesis Chair.

INSTITUTIONAL REVIEW BOARD (A link is provided at the end of this document)

Students at the beginning of a research project, follow the outline below. Other questions may be emailed directly to the IRB Chair (Dr. Susan Howell). All students seeking a Master of Justice Studies will seek IRB approval.

For your thesis, your faculty sponsor will be your thesis Chair.

Many times, simple modifications to a design can prevent delay (or the need for resubmittal) in the application process. You are encouraged to read each of the tip's sheets in the Avoiding Pitfalls section.

Your IRB Application form will need your original signature as Primary Investigator and your Faculty Sponsor's original signature to be complete. Please see the application form instructions for more information on this step.

Submit the IRB Application Form to Dr. Susan Howell, Chair of the IRB Committee, at schowell@campbellsville.edu.

Please feel free to follow-up with the IRB board in two weeks if you have not heard anything. For full review submissions (the most complex category) follow-up in one month if you have not heard anything

The Formal Thesis Proposal

The formal thesis proposal provides the framework within which you will conduct your research and offers evidence of your qualifications to pursue the research. Concepts and theories underlying the study are articulated; the problem is clearly stated; specific, measurable goals are specified; a thorough literature review is presented; the methods for conducting the research are outlined; and a strategy to achieve the goal is given. The proposal is written in the future tense and indicates what you will accomplish in executing the investigation. An effectively formulated thesis proposal functions as a blueprint for developing the final thesis report.

The formal thesis proposal is generally evaluated on the basis of the content and clarity of the introduction, literature review, procedures, expectations and the effectiveness with which the document is organized and planned. Factors affecting the evaluation process include the purpose, significance, and merit of the investigation, and the appropriateness of procedures chosen to meet the goal as well as adherence to APA7th Edition methodology. Specific scoring criteria can be found on the *Thesis Proposal Grading Rubric*, appendix B of this document.

Your thesis Chair will analyze your proposal in-depth and will submit copies to the committee members for their review and comments. Your thesis Chair will provide you with all instructions and requests to you for modifications.

You should contact your Chair directly with questions, statements, and observations about the assessment and status of the proposal.

A unanimous vote of the committee is required for approval of the proposal. When this occurs, your thesis chair will inform you in writing. Signatures of the committee members indicate that the proposed work has the potential to become a worthwhile thesis. By signing the thesis Form, attached to the proposal, your Chair indicates willingness to supervise the work to completion.

Formal Thesis Proposal: Structure

The outline for the formal thesis proposal follows:

Title page

Acknowledgements

Dedication

Signature Page

Abstract (maximum of 350 words, written in future tense)

Table of contents

List of tables (as needed)

List of figures (as needed)

List of Appendices (as needed)

Chapter 1. *Introduction*

This chapter includes the following:

Statement of the problem to be investigated and goal to be achieved

Relevance, significance or need for the study

Barriers and issues

Elements, hypothesis, theories, or research questions to be investigated

Limitations and delimitations of the study—A *limitation* is a factor that may affect the study but is not under your control; a *delimitation* is a factor that is under your control

Definition of terms (as needed)

Summary

Chapter II. *Review of the Literature*

This chapter includes the following:

Historical overview of the theory and research literature

The theory and research literature specific to the topic

Summary of what is known and unknown about the topic

The contribution this study will make to the field

Chapter III. *Methodology*

This chapter includes the following:

Research method(s) to be employed

Specific procedures to be employed

Formats for presenting results
Projected outcomes
Resource requirements
Reliability and validity

Summary

Expectations and Conclusion

Appendixes

Reference list

The contents of the Proposal are described as follows:

Title Page.

This is page i, but the page number should not be printed.

The title page includes the exact title of the thesis, date of submission, your name, and name of your program (example: Master of Justice Studies Program). The title clearly states the subject of the thesis and reflects the scope and content of your investigation. The title is comprehensive and descriptive. Extremely long titles should not be included. Remember, no page number is placed on the title page.

Abstract.

This is one or two pages (page ii or pages ii and iii), but the page number(s) should not be printed.

The abstract is a brief summary of the purpose and content of the thesis proposal. The abstract includes the problem statement, a description of procedures or methodology, and an account of expectations. The abstract shall not exceed 350 words in length and shall be written in future tense.

Table of Contents.

This is page iv or v, depending on the length of the abstract. The page number should be printed at the bottom of the page.

The table of contents includes entries for the abstract, list of figures (if necessary), list of charts or tables (if necessary), chapters with their numbers and titles, main headings and subheadings, appendixes, and reference list.

The Text.

Chapter 1. *Introduction.*

The reasons for undertaking the thesis are explained. A clear and concise statement of the problem to be investigated or goal to be achieved based on an identification of need is presented. The problem is defined in specific terms. Supporting evidence of the problem and goal is provided from the literature.

The following topics are presented to serve as a guide.

- Statement of the problem to be investigated and goal to be achieved
- Relevance, significance or need for the study
- Barriers and issues
- Elements, hypotheses, theories, or research questions to be investigated
- Limitations and delimitations of the study
- Definition of terms (as needed)
- Summary

Chapter II. *Review of the Literature.*

This chapter begins with an introduction that explains the purpose of the literature review and concludes with a summary. The literature for this review should be academic in nature, no textbooks or websites should be included in this section. At no point ever in academic literature should Wikipedia (or similar sites) be used. Exceptions to the academic literature should be discussed with your advisor. The literature reviewed is organized by subject headings.

The contributions of other researchers to the development and formulation of the thesis proposal are acknowledged. Significant findings and major conclusions from cited sources are evaluated and interpreted in terms of their impact on the present work. The student explains and establishes the relationship of the thesis proposal to previously conducted investigations in the professional literature.

Each reference to the literature in the text must be accompanied by a reference citation.

The following topics are intended to serve as a guide:

- Historical overview of the theory and research literature
- The theory and research literature specific to the topic
- Summary of what is known and unknown about the topic
- The contribution this study will make to the field

Chapter III. *Methodology.*

This chapter details the ways in which the investigation will be conducted. Each step in implementing the inquiry is indicated. The student describes the thesis model that will provide a framework for the study. Goals of the individual steps are listed. Scheduling of major activities is specified. Testing or evaluation instrumentation is presented. Strategies to ensure reliability and validity are explained.

Reasons why the method selected should yield answers to the stated problem are delineated. Goals and constraints, managerial and technical considerations, and resource requirements are examined. Hypotheses to be tested and specific research issues to be addressed are described. Techniques for choosing subjects or materials, controlling and/or manipulating relevant variables, establishing criteria to evaluated outcomes, and developing instrumentation or criterion measures are listed. Limitations constraining the study and within which conclusions must be confined are specified. Assumptions made about the problem under investigation are described. Techniques that will be used to present results are indicated.

Be clear and thorough in the explanation of your chosen research method. Your presentation must enable replication of your work by other researchers. If other researchers were to obtain results that do not agree with your findings, doubts would be cast on the integrity of your research.

The following topics serve as a guide:

- Research method(s) to be employed
- Specific procedures to be employed
- Formats for presenting results
- Projected outcomes
- Resource requirements
- Reliability and validity
- Summary

Expectations

A discussion of anticipated benefits and projected outcomes of the thesis investigation is presented. Practical applications of the findings are examined. Constraints and limitations affecting the scope of the study are indicated. Recommendations for additional studies in the subject area and for making the project available to others are reviewed. Contributions of the investigation to the student's field of study and advancement of knowledge are explained.

Formal Thesis Proposal: Back Material

Pages of the back material must have page numbers in Arabic numerals in the upper right-hand corner of the page and must be numbered consecutively. The page number of the first page of the back matter must be one greater than the page number of the last page of Chapter III of the proposal. The contents of the back material follow:

Appendices

An appendix is used to present material that supplements the text or may be of interest to readers but is too detailed or distracting for inclusion in it. Surveys, evaluation instruments, original data, complicated mathematical tables, new computer programs, computer printouts, and data collection forms are examples of materials that are most appropriately appended. Each appendix is listed by letter and title in the table of contents.

Reference List

All works cited (APA 7th ed.) in the text of the dissertation proposal must appear in this section.

The Final Thesis Report

The final thesis report (CJ 601 Thesis II) is a detailed, accurate, and cohesive account of an investigation accomplished to solve a problem and reveal new knowledge. It is written in the past tense and indicates what the student accomplished during the investigation. Reporting is an important component of the investigative process. The final thesis report is logically organized, complete, and objectively written.

You must review the final thesis report for style and grammar before submitting the document to your advisor for approval. Software can be used to check the thesis for syntactic errors, poor punctuation, rambling and disjointed sentences, and spelling mistakes. However, software will not detect all errors. Therefore, you must proofread carefully. Incomplete sentences, subject-verb disagreement, double words, inaccurate spelling, transposed letters, erroneous pronoun usage, colloquialisms, clichés, and margin inhibit communication of research. The student should rigorously edit the final thesis report. The use of a copyeditor is highly encouraged.

The final thesis report is screened by your Chair and then forwarded to the other committee member. It is evaluated by all committee members for content, accuracy, clarity of presentation, and accomplishment. All instructions and requests to the thesis student for modifications are made through the Chair. The student should contact the Chair directly with questions, statements, and observations about the assessment and status of the final thesis report.

The sections that make up the final thesis report include the following:

Front Material

Title Page. This is page i, but the page number should not be printed.

Approval/Signature Page. This is page ii, but the page number should not be printed.

Abstract. This is one or two pages (page iii or pages iii and iv) but the page number(s) should not be printed.

Acknowledgments. This is page iv or v, depending on the length of the abstract. The page number should be printed at the bottom of the page.

Table of Contents. This is page v or vi, depending on the length of the abstract. The page number should be printed at the bottom of the page.

List of Tables. Continue to print lower case Roman numerals, in sequence, at the bottom of the page(s).

List of Figures. Continue to print lower case Roman numerals, in sequence, at the bottom of the page(s).

List of Appendices. Continue to print lower case Roman numerals, in sequence, at the bottom of the page(s).

The Text

Chapter I. *Introduction* (previously explained)

Chapter II. *Review of the Literature* (previously explained)

Chapter III. *Methodology* (previously explained)

Chapter IV. *Results*

This chapter includes the following:

- Data analysis
- Findings
- Summary of results

Chapter V. *Conclusion, Implications, Recommendations, and Summary*

This chapter must contain the following:

- Conclusions
- Implications
- Recommendations
- Summary

Back Material

Appendixes (as previously explained)

Reference List (as previously explained)

Style and Form Guide

Please use this guide when formatting your thesis. Also, use the most recent edition of the *Publication Manual of the American Psychological Association (7th edition) APA Manual*.

In writing your thesis, use the scientific paper basic framework:

1. What is the problem?
2. How did you address it?
3. What were the results?

As you write your thesis, maintain a consistent flow of ideas. State them clearly and often. Do not mix several important ideas in a single sentence. Consider writing drafts of individual portions as you complete your work. You do not have to begin with Chapter 1.

Your work must be letter perfect. It is your responsibility to proofread and edit your work. Ask friends to read draft versions of your thesis, and then make changes as needed.

Reference Citations

Use the APA Manual to understand how to reference authors, articles, web sites, etc.

Example:

American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.).

Dupree, L. (1995). *Bugs in Writing, A Guide to Debugging Your Prose*. Addison Wesley.

Margins

The left-hand margin should be 1.5” in order to be wide enough for binding. Margins at the right, top, and bottom of the page should be 1” except for Chapter title pages. The top margin should be 2” for Chapter title pages.

Line Spacing

Double-spacing is required for most of the text in the proposal and in the final report. Only text contained in table (including table of contents), attachments, or appendices can be single spaced. If in doubt about line spacing, ask your thesis advisor.

Page Numbering

Page numbering for preliminary pages should be lowercase roman numerals, centered at the bottom of the page. All other pages should have page numbers in Arabic numerals in the same position in the upper right-hand corner.

Type Style

You should use Times New Roman set in 12-point size. Text for the cover page should be 14-point size.

Appendix A

Criminal Justice Graduate Faculty

Allison Timbs, Ph.D., Assistant Professor of Criminal Justice

Carey Ruiz, Ph.D., Associate Professor of Sociology

Dale Wilson Ph.D., Associate Professor and Chair of Criminal Justice Programs

Dan Phillips, Ph.D., Assistant Instructor of Criminal Justice

Deborah Robinson, Ph.D., Adjunct Faculty

Emily Hayden, Ph.D., Assistant Professor of Criminal Justice

Joey Budd, Ed.D., Associate Professor of Criminal Justice and MSJS Program Coordinator

Michael Littrell, Ph.D., Adjunct Faculty

Appendix B

Thesis I Proposal Grading Rubric

Student Name	Date Submitted	Thesis Advisor	Page Count
--------------	----------------	----------------	------------

Instructor's rating

OK Improve

Front matter and Format

- | | | |
|-----|-----|-----------------------------------------------------------|
| ___ | ___ | 1. Cover sheet is attached |
| ___ | ___ | 2. Title Page is properly formatted |
| ___ | ___ | 3. Abstract is appropriately formatted |
| ___ | ___ | 4. Abstract is written in the future tense |
| ___ | ___ | 5. Table of Contents is formatted correctly |
| ___ | ___ | 6. Table of Contents is factually correct |
| ___ | ___ | 7. A List of Tables of Figures is provided (if necessary) |
| ___ | ___ | 8. Grammar and Spelling is without fault |
| ___ | ___ | 9. APA methodology is strictly adhered to |

Chapter 1 Introduction

- | | | |
|-----|-----|-------------------------------------------------------------------|
| ___ | ___ | 1. Statement of the problem is well stated and logical |
| ___ | ___ | 2. Significance or need for the study is clearly stated |
| ___ | ___ | 3. Barriers and other issues are intelligently discussed |
| ___ | ___ | 4. Hypothesis and research questions are clear and well presented |
| ___ | ___ | 5. Theoretical foundations are through |
| ___ | ___ | 6. Limitations and Delimitations logical and stated |
| ___ | ___ | 7. All terms operationally defined |
| ___ | ___ | 8. Adequate Summary section presented |

Chapter 2 Review of Literature

- | | | |
|-----|-----|----------------------------------------------------------------------|
| ___ | ___ | 1. Historical overview of theory and research literature |
| ___ | ___ | 2. Theory and Literature relates specifically to the topic |
| ___ | ___ | 3. The contribution this study makes to the field is clear |
| ___ | ___ | 4. All sources are academically sound |
| ___ | ___ | 5. Sources are relatively current or supported by other current work |
| ___ | ___ | 6. Bibliography is complete and correctly formatted |

Chapter 3 Methodology

- | | | |
|-----|-----|-------------------------------------------------|
| ___ | ___ | 1. Research methods fully explained and logical |
| ___ | ___ | 2. Reliability and Validity are explained |
| ___ | ___ | 3. Population and Sampling described |
| ___ | ___ | 4. Format for presenting outcomes are offered |

Appendix C
Thesis II Grading Rubric

Student Name	Date Submitted	Advisor	Page Count
--------------	----------------	---------	------------

Comments

Ok Improve

<u> </u>	<u> </u>	<u>Results Section</u>
<u> </u>	<u> </u>	1. Data methodology is appropriate for the problem
<u> </u>	<u> </u>	2. Data analysis is statistically correct
<u> </u>	<u> </u>	3. Analysis is presented neatly and clearly
<u> </u>	<u> </u>	4. Data tables and charts are correctly labeled
<u> </u>	<u> </u>	5. Any needed inferential statistical techniques are appropriately presented
<u> </u>	<u> </u>	6. Discussions on data findings are logical
<u> </u>	<u> </u>	7. Any anomalies in the data are discussed
<u> </u>	<u> </u>	8. Findings are appropriately summarized
<u> </u>	<u> </u>	9. Implications of the findings are presented well
<u> </u>	<u> </u>	10. Implications of the findings are logical
<u> </u>	<u> </u>	11. The section is well summarized
<u> </u>	<u> </u>	<u>Conclusion Section</u>
<u> </u>	<u> </u>	1. The entire project is well summarized
<u> </u>	<u> </u>	2. The summary restates the value of the study
<u> </u>	<u> </u>	3. Implications of the findings are presented
<u> </u>	<u> </u>	4. The relationship of the Theory and findings are discussed
<u> </u>	<u> </u>	5. Recommendations for further study are made
<u> </u>	<u> </u>	6. The entire project is well summarized
<u> </u>	<u> </u>	<u>Format</u>
<u> </u>	<u> </u>	1. The table of contents accurately updated
<u> </u>	<u> </u>	2. List of Tables and Figures are used advantageously
<u> </u>	<u> </u>	3. All margins are consistent and correct in width
<u> </u>	<u> </u>	4. No spelling or grammar errors exist
<u> </u>	<u> </u>	5. All APA formatting has been adhered to
<u> </u>	<u> </u>	6. All necessary University forms have been provided
<u> </u>	<u> </u>	7. Reference list updated as needed
<u> </u>	<u> </u>	8. All necessary acknowledgements are in place

Appendix D

The Thesis Approval Form



STUDENT'S NAME _____

ID _____ Submission Date _____

THESIS TOPIC/TITLE _____

Proposal: The Thesis Proposal has been approved.

Final Thesis Report: The Final Thesis Report has been approved.

CHAIR: _____
Name Date

MEMBER: _____
Name Date

Director of Criminal Justice Program: _____
Name Date

DEAN CAS: _____
Name Date

**Division of Social Science
Master of Justice Studies**
1 University Drive
Campbellsville, KY 42718
(270) 789-5553

Appendix E

Form for Certification of Authorship
Division of Social Science
Campbellsville University

Certification of Authorship of Thesis Work

Submitted to (Chair's Name):

Student's Name:

Date of Submission:

Purpose and Title of Submission:

Certification of Authorship: I hereby certify that I am the author of this document and that any assistance I received in its preparation is fully acknowledged and disclosed in the document. I have also cited all sources from which I obtained any information.

Student's Signature _____

Appendix F

Sample Thesis Pages and Formats

The next few pages have sample pages for example.

**Prison Management, Correctional Officer Interactions, and Organizational Structure: An
Ethnographic Approach**

by

Billy D. Wilson

A Thesis submitted in partial fulfillment of the requirements
For the degree of Master of Justice Studies

School of Arts and Sciences
Division of Social Science
Campbellsville University

2018

We hereby certify that this thesis, submitted by Student Name, conforms to acceptable standards and is fully adequate in scope and quality to fulfill the thesis requirements for the degree of Master of Justice Studies.

Chair for Thesis _____ Date _____

Thesis Committee Member _____ Date _____

Director of Criminal Justice Programs _____ Date _____

Approved:

Dean, School of Arts and Sciences _____ Date _____

School of Arts and Sciences
Campbellsville University

NOTE: Do not print this page number.

Table of Contents

Abstract	iii
List of Tables	iv
List of Figures	v
Chapters	
I. Introduction	1
Statement of the Problem to be Investigated	1
Relevance and Significance	4
II. Review of the Literature.....	15
III. Methodology	30
Research Methods Employed	35
Etc.	37
IV. Results.....	50
Data Analysis	52
Implications.....	55
V. Conclusions, Implications, Recommendations, and Summary	65
Etc.	70
Appendixes	
A. Etc.	75
B. Etc.....	77
Reference List	85

NOTE: Number this page in lowercase Roman.

Chapter I

Introduction

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Purpose

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General Information

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Limitations

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Delimitations

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Definition of Terms

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Barriers and Issues

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Summary

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