

CAMPBELLVILLE UNIVERSITY



Thesis Guide

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

V 3.2 Last Updated May 2021

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 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:
 - a. The proposed title of your thesis.
 - b. How will the data be collected? (Will you use secondary data or original data)?
 - c. Research Question(s).
 - d. A basic Methods section outline.
 - e. The Faculty you wish to be your reader for your committee.
- 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. The thesis Chair/Reader reserves the right to refuse a thesis topic and request the student to reevaluate their topic. **Note- If you do not see a MSJS Resources Course in your Moodle, please reach out to Dr. Budd ASAP at jrbudd@campbellsville.edu to be added to this resource course.

A thesis is intended to demonstrate the student's ability to successfully conduct original research. Theses 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. Please take some time and research other completed published thesis and dissertations in the ProQuest Thesis and Dissertation database via the online Montgomery Library.

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 have a scheduled thesis defense by the end of week 8 for CJ 601, they will be required to enroll in subsequent sections of the appropriate course (CJ 699 Thesis Extension) 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 writing-center@campbellsville.edu and the website 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. The student will submit the required items from Section II, Eligibility to the thesis chair. to determine if:

1. The topic is suitable for a thesis study.
2. The requested faculty member is available to act as the student's thesis reader.
 - a. The thesis Chair will help the student to choose a thesis reader if the original requested reader is unavailable. **Note that the faculty may limit the number of students in which they are a reader for to ensure the faculty have enough time to dedicate to the student.

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 from a regionally accredited institution and the following:

- 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.

Thesis recommended deadlines

Students must coordinate with the thesis Chair and follow guidelines suggested by the Chair with respect to submitting the drafts 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 thesis due (week 5 of the term)
4. Thesis Defense (week 7 of the term)
5. Thesis submitted to the ProQuest Thesis and Dissertation Database (week 8 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 within 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, 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 20-30 minutes to present an overview of their thesis (a Microsoft PowerPoint/Mac Keynote 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 the 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 and the student must re-defend the modified thesis.

□ 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.

After the final thesis has been approved and all forms have been signed. The student will then submit their thesis to the ProQuest thesis and dissertation database. Here the student will have the option to purchase bound copies to be housed in the Montgomery Library and personal keeping. The library requires a hard-bound copy, but there are different options for students to select for individual copies. The cost is through ProQuest and is listed when the student submits the completed thesis. If the student does not wish to have their thesis in the library (as a hard bound book), they are not required to purchase the hard-bound copy and have the electronic version in the ProQuest database.

INSTITUTIONAL REVIEW BOARD

Students at the beginning of a research project, follow the outline below. All students seeking a Master of Justice Studies will seek IRB approval if humans are used for research (this includes surveys, focus groups, interviews, etc.). An IRB will not be required for the evaluation of secondary data that has already been collected by another agency, group, or individual.

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 Student 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 completed, signed IRB Application Form to your chair, and they will send it to the IRB committee for review. Note that this process may take up to 2-3 weeks to gain approval. Please plan accordingly and submit this document as early as possible.

Please feel free to follow-up with your chair or reader 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

The formal thesis provides the framework within which you will conduct your research and offers evidence of your qualifications to pursue the research (Chapters 1-3). 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 thesis is written in the present/past tense and indicates what you have accomplished in executing the investigation.

The formal thesis 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 and reader will analyze your thesis in-depth and will provide a 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 thesis.

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 jargon 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.

Formal Thesis: Structure

The outline for the formal thesis follows:

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).

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) employed
Specific procedures employed
Formats for presenting results
Projected outcomes
Resource requirements
Reliability and validity

Chapter IV Findings

This chapter includes the following:

Data analysis
Findings
Summary of results

The findings from the research which may include:

Tables
Charts
Graphs

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

This chapter must contain the following:

- Conclusions
- Implications
- Recommendations
- Summary

Appendixes

Reference list

The contents of the Thesis 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). 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 page (page ii), but the page number 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.

Table of Contents.

This is page iv. 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 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 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 was 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) employed
- Specific procedures employed
- Formats for presenting results
- Projected outcomes
- Resource requirements
- Reliability and validity
- Summary

Chapter IV: Findings

This chapter will be a detailed summary of the student's findings from the research. The student will explain in-depth the results of statical tests or other evaluation of the data they used in their research. It is recommended that tables, charts and graphs are used in this section to assist in the explanation of results.

Chapter V: Conclusion and Recommendations

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: 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 IV of the thesis. The contents of the back material follow:

Appendices

An appendix is used to present material that supplements the test 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.

Style and Format 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.

Style of text:

ABSTRACT (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

Your thesis must include an abstract, consisting of 200-350 words, which provides readers with an overview of the content of your thesis. Do not use first or second person (I, me, my, we, us, our, you...). Instead use "the author". This text is Times New Roman 12 pt Italic.

ALL CHAPTER'S MAIN HEADING (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

Next Level Headings (Subhead 2: Arial, Size 12, Title Case, Bold)

Third Level Headings (Subhead 3: Arial, Size 12, Title Case, Italics)

Fourth Level Headings (Subhead 4: Arial, Size 12, Title Case, Italics)

Numbered Lists

1. **Key Term (KT):** This is a numbered term.
 - a. List level 2.
 - i. List level 3.

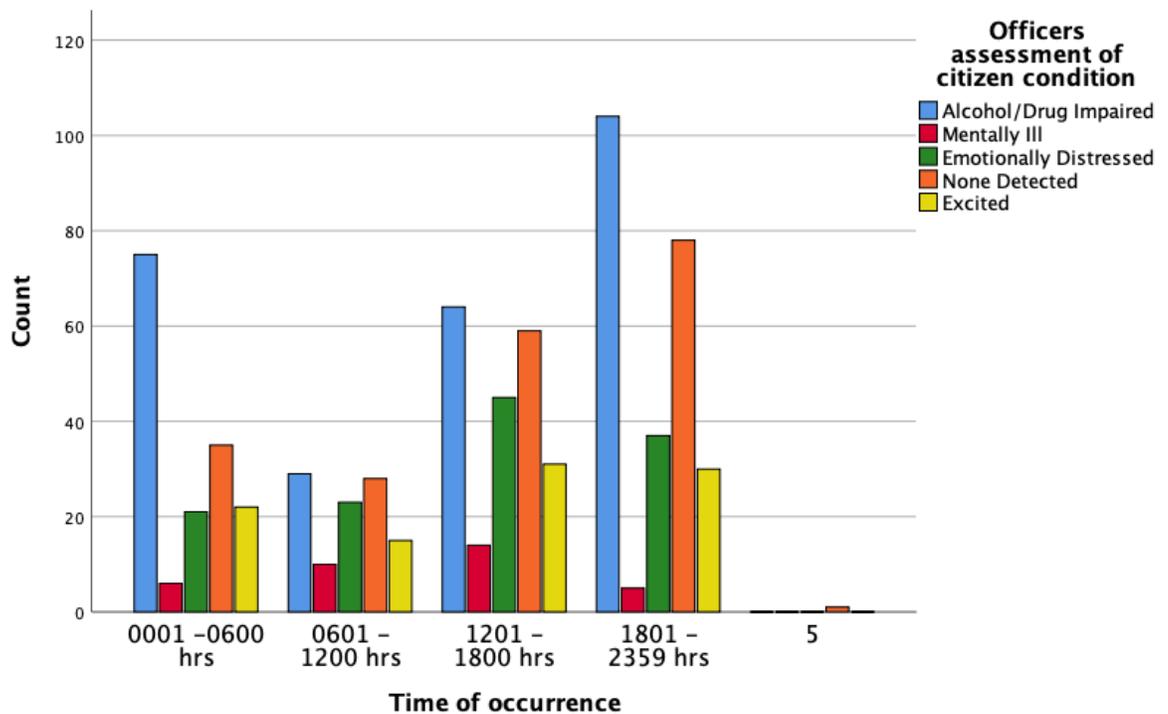
- ii. List level 3.
- b. List level 2.
- 2. List level 1.

Block Quotes

All block quotes are to be indented .5” and do not contain beginning or ending quotations marks. (Wilson, 2018)

Figure 1. Caption should be sentence case with no ending punctuation if only one sentence (enter the title of the figure here: IE Officer assessment of citizen condition

Every Figure or Table must be “called out” within the text of your chapter in numerical order with no abbreviations. **Figures should be in .tif/.jpg format and 300 dpi.** Sources can be included on the same line as the caption or directly under the caption.



*Table 1. Caption should be sentence case with no ending punctuation if only one sentence (the title of the table goes here. IE Time of occurrence * Number of officers involved Crosstabulation*

Count		Number of officers involved						
		1	2	3	4	5	6 or more officers	7
Time of occurrence	0001 -0600 hrs	50	61	31	7	5	4	1
	0601 - 1200 hrs	30	52	18	6	5	1	0
	1201 - 1800 hrs	72	80	31	18	8	5	2
	1801 - 2359 hrs	86	87	53	24	9	1	0
	5	0	1	0	0	0	0	0
Total		238	281	133	55	27	11	3

Source: (if you did not create this table yourself)

Table cells should not be shaded. Column and row headings should be **bold and centered**. Font is Times New Roman 11pt

Reference Citations

Use the APA Manual to understand how to reference authors, articles, web sites, etc. Only include references which are within your thesis. All references should follow APA 7th ed., be alphabetized and must have a hanging indent. Please see examples below.

Example:

Aguilar v. Texas (1964) 378 U.S. 108

Alderman v. United States (1967) 394 U.S. 165

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.

Federal Bureau of Investigation (2019). Crime in the United States, 2019. Retrieved <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019>

Miller, L.S., Hess, K.M., & Orthmann, C.H. (2017). *Community Policing: Partnerships for Problem Solving* (8th ed.). Cengage.

Renner, L.M, Boel-Studt, S., Whitney, S.D. (2018). Behavioral profiles of youth who have experienced victimization. *Journal of Child and Family Studies*, 27, 1691-1700. <https://doi.org/10.1007/s10826-017-1008-x>

Zhang, A, Musu-Gillett, L., & Oudekerk, B. A. (2016). Indicators of school crime and safety: 2015 (NCES 2016-079/NCJ249758). Washington DC: National Center for Education Statistics, US Department of Education, and Bureau of Justice Statistics, Office of Justice Programs, US Department of Justice.

APPENDIX 1 (Subhead 1: Arial, Size 12, UPPERCASE, Bold)

Appendices are at the end of your thesis. If you have multiple appendices, format them with Arabic numerals (1,2,3 etc.).

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 (unless otherwise noted above). Text for the cover page should be 14-point size.

Appendix 1

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

___ ___

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

Thesis II Grading Rubric

Student Name	Date Submitted	Chair/Reader	Page
Count			

Comments

Ok Improve

___ ___

Results Section

___ ___

1. Data methodology is appropriate for the problem

___ ___

2. Data analysis is statistically correct

presented

3. Analysis is presented neatly and clearly

___ ___

4. Data tables and charts are correctly labeled

5. Any needed inferential statistical techniques are appropriately

6. Discussions on data findings are logical

7. Any anomalies in the data are discussed
8. Findings are appropriately summarized
9. Implications of the findings are presented well
10. Implications of the findings are logical
11. The section is well summarized

Conclusion Section

====

1. The entire project is well summarized
2. The summary restates the value of the study
3. Implications of the findings are presented
4. The relationship of the Theory and findings are discussed
5. Recommendations for further study are made

6. The entire project is well summarized

Format

1. The table of contents accurately updated
2. List of Tables and Figures are used advantageously
3. All margins are consistent and correct in width
4. No spelling or grammar errors exist
5. All APA formatting has been adhered to
6. All necessary University forms have been provided
7. Reference list updated as needed
8. All necessary acknowledgements are in place

Appendix 3

The Thesis Approval Form



STUDENT'S NAME _____

ID _____ Submission Date _____

THESIS TOPIC/TITLE _____

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

Appendix 4

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

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 5

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**



Note: Title should be all
caps and 14pt bold Times
New Roman

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

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Thesis Committee Member Date

Director of Criminal Justice Programs Date

Approved:

Dean, School of Arts and Sciences Date

School of Arts and Sciences

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	
1. Etc.....	75
2. Etc.....	77
References	85

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