

Handbook for the Applied Master's Final Project

Note: All students should use the *Handbook for the Preparation of the Thesis or Research Paper* in order to correctly format their projects and should supplement with other specialized handbooks that may come from their departments or are available online.

School of Graduate Studies
Bemidji State University
1500 Birchmont Drive NE, #48
Bemidji, MN 56601-2699
218-755-2027
FAX: 218-755-3788

February 2015

Table of Contents

	Page
Final Project and Presentation Projected Expenses	2
Steps to the Successful Completion of the Applied Master’s	2
Page Sequence of the Graduate Project and Presentation	3
Definitions	4
Acknowledgments	4
Appendix Pages	4
Back-to-Back Printing Option	4
Binding	4
Capitalization	4
Centering/Vertical Centering	5
Chapter Headings	5
Front Matter	5
Margins	5
Page Numbering Sequence	6
Paper	6
Photocopying	6
References	6
Table of Contents	6
Word Processing	6
Text	7
Title Page	7
Type Styles and Symbols	7
Appendix A: Applied Master’s Sample Front Matter Pages	8
Label Sample	9
Form 5 – Graduate Project and Presentation Final Approval	10
Address Page	11
Title Page	12
Acknowledgments Page (OPTIONAL)	13
Appendix B: Applied Master’s APA (6th Edition) Style Examples	14
Tables of Contents (APA 6th Ed.)	15
Sample Chapter Headings (APA 6th Ed.)	16
Sample References	16
Appendix C: Printing Back-to-Back Sample Front Matter Pages	18
Label Sample	19
Form 5 – Graduate Project and Presentation Final Approval	20
Address Page	21
Title Page	22
Acknowledgments Page (OPTIONAL)	23
Appendix D: Printing Back-to-Back APA (6th Edition) Style Examples	24
Tables of Contents (APA 6th Ed.)	25
Sample Chapter Headings (APA 6th Ed.)	26
Sample References	26

Final Project and Presentation Projected Expenses

The actual expenses incurred in the preparation and duplication of the final project will vary. The following is a list of expenses that may be incurred:

1. **Printing of the FINAL Graduate Project and Presentation report.** Students must submit one electronic copy of their project (send to grad@bemidjistate.edu) **prior to the completion of the capstone course. In the subject line, insert (student name-Final Project).**
2. **An appropriate binder** for the submission of the FINAL Graduate Project and Presentation report is provided by the School of Graduate Studies.

Steps to the Successful Completion of the Applied Master's

1. Once approval has been given for Admission to Candidacy (Form 2), the candidate completes required coursework as approved.
2. The student, with consultation with their Advisor, selects the non-departmental member and field representative for the final project and presentation. **Form 3, Applied Master's Graduate Project Proposal** is developed and submitted to the committee, College Dean, and School of Graduate Studies.

The following forms must be completed and submitted to the School of Graduate Studies **during the final course.**

3. **Form 4, Application for Graduation** should be submitted to the School of Graduate Studies within the **first week of the semester** for which the student is registered for the final course.
4. **Form 5, Graduate Project and Presentation Final Approval** must be signed by the course instructor, advisor, non-departmental member, Field Representative, and College Dean upon completion of the final project. **Form 5 must be included with the FINAL copy of the project that is submitted to the School of Graduate Studies.**
5. **The presentation of the final project is scheduled through your Advisor and committee.**

Page Sequence of the Graduate Project and Presentation

Every final project submitted to the School of Graduate Studies must conform to the following requirements.

	See page
1. Label Sample	8
2. Form 5, Graduate Project and Presentation Approval Form.....	9
3. Address page – unnumbered.....	10
4. Title page - small Roman i.....	11
5. Acknowledgment page (OPTIONAL) - small Roman ii	12
6. Table of Contents page(s) - small Roman numeral(s)	14
7. References – Arabic number(s)	17

Note:

For single-page printing, all page numbers, both Roman and Arabic, are to be placed in the upper right hand corner of the page. The placement is 1/2" from the top of the page and aligned with the right margin (*within the header*) unless the back-to-back printing option is selected. If using the back-to-back printing option, all page numbers will be centered at the bottom of the back.

For double-sided printing, please see Appendices C & D.

APA: Page numbers are required. A page header (the first two or three words of the title) is optional; see p. 230 of the APA Manual 6th Edition.

The mechanics: The department/program style manual (APA-6th Edition) takes precedence over all **general guidelines with the exception of the front matter pages.** Students should use the *Handbook for the Preparation of the Thesis or Research Paper* in order to correctly format their papers/projects and should supplement with other specialized handbooks that may come from their departments or are available online.

Definitions

Acknowledgments – Acknowledgments recognize the person(s) to whom the student is indebted for encouragement, guidance and special assistance. This page should also include recognition of any grants or financial assistance that was received to support the research. **This page is optional.** No part of the thesis/research paper that is essential to the understanding of the main body of the text should appear on the acknowledgment page (See p. 12).

Appendix Pages – An appendix contains material that is useful for detailed review, but is not essential to the study. For example, an appendix is an appropriate section in which to place certain kinds of tabular and graphic material. This material is available as supporting data even though it may not be specifically utilized in the text. However, such material **must be referenced in the text.**

Each appendix is identified by a letter in a sequence independent of the numbering system used for the chapters. However, the pages of an appendix are numbered in sequence with those in the text. **Each appendix must begin on a new page and must be listed in the Table of Contents.**

The appendix pages follow the References page **only if there are no references cited in any appendix.** Consult the required department/program style manual (APA) for correct formatting.

Back-to-Back Printing Option – Students wishing to utilize back-to-back printing for their final project paper may do so by following **the guidelines in Appendices C and D. Heavier paper (25%, 32 lb. cotton paper)** will be required for all back-to-back printing.

Binding – One copy of the capstone project and presentation report must be submitted to the School of Graduate Studies appropriately formatted and prepared for binding. For those who wish to bind their own work, a **black heavy-duty report cover with metal fasteners** (two- or three-hole punch) is required, and the exact title of the project and presentation and full name of the author must appear on the front cover. The School of Graduate Studies provides the binder.* See page 3 for correct page sequencing.

***Those who wish to have additional copies bound must provide their own binders.**

Capitalization – All applied master's projects must conform to standard rules in the use of capitalization (See the appropriate department/program style manual).

Centering/Vertical Centering – When centering is required, all word-processed copies should be centered within the margins of the paper, not within the 8 1/2 x 11 inch page. The margin spacing will vary depending on the type style selected. This also applies to charts, tables, graphs, figures, or other reproductions. Some front matter pages require vertical centering. **Note: There are templates available on the School of Graduate Studies website, which already have the vertical centering done for you.**

To center text vertically on a page yourself:

Microsoft® Word 2007

1. Insert page breaks before and after the text to be vertically centered
2. Highlight the text to be vertically centered.
3. On the Page Layout tab, select the lower right corner of Page Setup
4. Go to the Layout tab
5. Under Page, Vertical alignment, select Center
6. Be sure that the “Apply to:” box shows “this section”
7. Click on OK

Microsoft® Word 2010

1. Insert page breaks before and after the text to be vertically centered
2. Highlight the text to be vertically centered.
3. On the Page Layout tab, select the lower right corner of Page Setup
4. Go to the Layout tab
5. Under Page, Vertical alignment, select Center
6. Be sure that the “Apply to:” box shows “selected section”
7. Click on OK

Chapter Headings – APA – see APA Manual 6th Edition, pages 62-63.

Front Matter – This section consists of all preliminary information prior to the text of the project and presentation report.

Margins – For one sided printing, the text margin guidelines are contained in the handbook. Additional margin guidelines may be included in the departmental/program style manual. Generally, the **left margin** must be **one and one-half inches (1.5”)** in width with the **other margins** (top, right, bottom) **one inch (1”)** in width. All typing must be within these margins. All page numbers are to be ½ " from top of page, aligned with the right margin. The text of the paper must be double spaced, with the exception of lengthy quotations and the references. Consult with the required departmental/program style manual for additional information.

For double-sided printing, the text margin guidelines are contained in the handbook. Generally, the **left and right margins** are **one and one-fourth inches (1.25”)** and **one inch (1”)** top and bottom. See Appendices C & D.

Page Numbering Sequence – All front matter pages (the front section) must be numbered with Roman Numerals. The title page is counted as the first page, and is numbered “i”. All text pages must carry Arabic numbers beginning with “1”. Every page must be accounted for in the numbering system with the exception of the author approval page and the address page.

Paper – The entire paper must be 8½ x 11 inches in dimension and of the same quality, same brand, and same degree of whiteness. **For the final project, 20-pound, non-cotton printer paper is acceptable unless student chooses to do double-sided printing, which requires 25% or 32-pound, non-cotton paper.**

Photocopying – Very specific rules and guidelines govern the circumstances under which photocopying may occur. Contact the University Library when using copyrighted works in the text. Guidelines are also available in the Copyright Office Circular R21, “Reproduction of Copyrighted Works by Educators and Librarians.” This publication is available through the United States Copyright Office.

References – All studies must contain source information. In most instances, the source information is called “References” and consists only of sources cited in the text or appendices. The References pages should follow the text, and the pages are numbered in sequence with the text. **If any appendix contains reference citations, the References pages follow the appendix pages.** Consult the appropriate department/program style manual for the correct form.

Table of Contents – The Table of Contents is a complete listing with page numbers of all sections of the final project. The Table of Contents is to be a detailed listing of all major subdivisions of the text rather than just a list of chapter headings.

Entries – It is essential that wording in the Table of Contents listing be **identical** to that of the headings in the text **in every case.**

Page Numbers – Align the page numbers flush right with dot leaders.

- **In Microsoft® Word 2007**, from the Home tab, go to the Paragraph section and select the small arrow in the lower right corner. Select Tabs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment Right and Leader 2 Click Set and Ok.
- **In Microsoft® Word 2010**, from the Home tab, go to the Paragraph section and select the small arrow in the lower right corner. Select Tabs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment Right and Leader 2 Click Set and Ok.

Word Processing – The final copy must be produced on a letter quality printer. Students are permitted to use [Printing Services \(Deputy Hall\)](#) or access the BSU Library to print their final drafts.

Text – The text is the main body of the project and should be double-spaced, except where otherwise indicated (e.g. block quotes). The text is divided into sections called headings (i.e. chapters, subdivisions). **There must be an exact correspondence between the headings in the text and the entries in the Table of Contents.**

Title Page – The title page contains the exact title of the project and presentation, the full name of the author, the degree to be awarded, the institution granting the degree, and the year the degree will be granted. If the title is more than one line, an inverted pyramid must be used. **No title should be more than three lines.**

Type Styles and Symbols – One size of type (12 pt. font preferably) must be used throughout the paper.

Appendix A

Applied Master's

Sample Front Matter Pages

Label Sample

This is a sample of the label that goes on the front of the binder(s) for the project and presentation document. If you do not have the computer capability of creating a label, contact the School of Graduate Studies.

Label Sample

***Do not include this
in your project and presentation
document.***

THE TITLE IS IN ALL CAPS, CENTERED, AND
SINGLE SPACED
(1 blank line)
by
(1 blank line)
John H. Doe

Label size is approximately 2"x 4". Text must be centered vertically and horizontally. The label must be affixed to the front cover of the project and presentation report.

Form 5 – Graduate Project and Presentation Final Approval

*Retrieve Form 5 from the School of Graduate Studies website or in your final course.
No page number required for this page.*

(no page number needed)

Address Page

For single-sided printing, establish a left margin of 1.5 inches on ALL pages for binding purposes and be certain to maintain a margin of at least 1 inch on the top, right, and bottom of the page.

From the 1-inch top margin, text begins on line 33, typed in upper and lower case, single-spaced, and centered. Do not place a page number on this page.

School of Graduate Studies
Bemidji State University
1500 Birchmont Dr NE, #48
Bemidji, MN 56601-2699
218-755-2027

Title Page

For single-sided printing: Margins, 1.5 “ left; 1” top, right, and bottom. Center the text vertically on this page (see Word Processing, Text, p. 13). Use Roman numeral page numbers on Front Matter pages; place the numbers ½ inch from top edge, flush with right margin.

TITLE OF FINAL PROJECT AND PRESENTATION
SHOULD BE IN ALL CAPS

(1 blank line)

by

(1 blank line)

William Robert Howard

(7 blank lines)

(line is 20 spaces long)

(7 blank lines)

A Project and Presentation Submitted to the Faculty of the
DEPARTMENT OF (DEPARTMENT NAME)

(1 blank line)

In Partial Fulfillment of the Requirements

For the Degree of

(2 blank lines)

MASTER OF (APPLIED MASTER’S NAME)

(2 blank lines)

BEMIDJI STATE UNIVERSITY

Bemidji, Minnesota, USA

(1 blank line)

June 2005

(1 blank line)

Copyright 2005 by (Student’s Name)

(optional copyright notice)

Acknowledgments Page (OPTIONAL)

This page is optional. Margins: 1.5" left, 1" top, right, and bottom. Roman numeral page number must be ½ inch from top edge and flush with right margin. Text should be centered and begin 3" from top of paper or 11 blank lines from the 1-inch top margin.

ACKNOWLEDGMENTS

The author wishes to thank Jane Doe
for her special assistance in the
preparation of this manuscript.

Appendix B

Applied Master's APA (6th Edition) Style Example

- **Table of Contents: APA 6th Ed.**
- **Sample Chapter Headings (APA 6th Ed.)**
- **Sample References**

Tables of Contents (APA 6th Ed.)

APA 6th Ed. The following example is consistent with a five levels of heading paper in the **APA 6th Edition format**. For a two, three, or four levels of heading paper, please refer to the **APA Manual, 6th Ed. (pp. 62-63)**. Headings must be presented in a format identical to the format used in text.

Roman numeral page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom. Center all text vertically within the margins unless the TOC extends beyond one page.

(small Roman numeral)

TABLE OF CONTENTS

Chapter		Page
1.	Introduction.....	1
	(1 blank line)	
2.	Title.....	2
	(1 blank line)	
3.	Title.....	3
	References	10
	Appendix.....	11

Two-page TOC – If the Table of Contents is too long for one page, insert a break between sections and continue on the next page. Begin the continuation at the 1-inch top margin.

Page Numbers – Align the page numbers flush right with dot leaders.

- **In Microsoft® Word 2007**, from the Home tab, go to the Paragraph section and select the small arrow in the lower right corner. Select Tabs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment Right and Leader 2 Click Set and Ok.
- **In Microsoft® Word 2010**, from the Home tab, go to the Paragraph section and select the small arrow in the lower right corner. Select Tabs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment Right and Leader 2 Click Set and Ok.

Please note that the page numbers are not italicized.

Very Long Heading – Be sure no heading extends into the page listing area. Continue a long heading indented on the next line. List the page number opposite the last line of the heading.

Sample Chapter Headings (APA 6th Ed.)

APA Manual 6th

One level. Only use **Level 1.** **Start each chapter on a new page.**

Example:

(Arabic page number)

Centered, Boldface, Uppercase and Lowercase Heading

The indented, double-spaced text starts here. All headings (Level 1) are centered, boldface, and uppercase and lowercase.

Sample References

Arabic page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom.

Follow instructions in your thesis/research paper manual:

*Publication Manual of the American Psychological Association 6th Edition** – see Chapter 7, Reference examples (pp. 193-224)*

- **References** – only the sources that are cited in your thesis or research paper
- **Bibliography** – sources for background or for further reading; you may include descriptive notes with the source listings
- **Annotated Bibliography** – contains additional information about the reference source; formatting will require additional guidance from your committee

The following formats are used for APA 6th Edition. **If a resource listing breaks between two pages, start the resource on a new page.**

Hanging indent, double spaced throughout.

(Arabic page number)

References

Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, DC: National Institute for Work and Learning, Academy for Educational Development.

Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.

National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>

Appendix C

Printing Back-to-Back Sample Front Matter Pages

**Student must use 32# paper for back
to back printing!**

Label Sample

This is a sample of the label that goes on the front of the binder(s) for the project and presentation document. If you do not have the computer capability of creating a label, contact the School of Graduate Studies.

Label Sample

***Do not include this
in your project and presentation
document.***

THE TITLE IS IN ALL CAPS, CENTERED, AND
SINGLE SPACED
(1 blank line)
by
(1 blank line)
John H. Doe

Label size is approximately 2"x 4". Text must be centered vertically and horizontally. The label must be affixed to the front cover of the project and presentation report.

Form 5 – Graduate Project and Presentation Final Approval

*Retrieve Form 5 from the School of Graduate Studies website or in your final course.
No page number required for this page.*

Address Page

*For double-sided printing, establish **left and right margins of 1.25 inches** on **ALL** pages for binding purposes and be certain to maintain a margin of at least 1 inch on the top and bottom of the page. **From the 1-inch top margin, text begins on line 33, typed in upper and lower case, single-spaced, and centered. Do not place a page number on this page.***

School of Graduate Studies
Bemidji State University
1500 Birchmont Dr NE, #48
Bemidji, MN 56601-2699
218-755-2027

(no page number needed)

Title Page

Margins: 1.25" left and right; 1" top and bottom. Center the text vertically on this page (see Word Processing, Text, p. 13). Use Roman numeral page numbers on Front Matter pages; place page number in the bottom center.

TITLE OF FINAL PROJECT AND PRESENTATION
SHOULD BE IN ALL CAPS

(1 blank line)

by

(1 blank line)

William Robert Howard

(7 blank lines)

(line is 20 spaces long)

(7 blank lines)

A Project and Presentation Submitted to the Faculty of the
DEPARTMENT OF (DEPARTMENT NAME)

(1 blank line)

In Partial Fulfillment of the Requirements

For the Degree of

(2 blank lines)

MASTER OF (APPLIED MASTER'S NAME)

(2 blank lines)

BEMIDJI STATE UNIVERSITY

Bemidji, Minnesota, USA

(1 blank line)

June 2005

(1 blank line)

Copyright 2005 by (Student's Name)

(optional copyright notice)

Acknowledgments Page (OPTIONAL)

This page is optional. Margins: 1.25" left and right, 1" top and bottom. Roman numeral page number must be in the bottom center. Text should be centered and begin 3" from top of paper or 11 blank lines from the 1-inch top margin.

ACKNOWLEDGMENTS

The author wishes to thank Jane Doe
for her special assistance in the
preparation of this manuscript.

Appendix D

Printing Back-to-Back APA (6th Edition) Style Example

**Student must use 32# paper for back
to back printing!**

- **Table of Contents: APA 6th Ed.**
- **Sample Chapter Headings (APA 6th Ed.)**
- **Sample References**

Tables of Contents (APA 6th Ed.)

APA 6th Ed. The following example is consistent with a **five levels of heading** paper in the **APA 6th Edition format**. For a two, three, or four levels of heading paper, please refer to the **APA Manual, 6th Ed. (pp. 62-63)**. **Headings must be presented in a format identical to the format used in text.**

Roman numeral page number must be centered at the bottom of the page. Margins are 1.25" left and right, 1" top and bottom. **Center all text vertically within the margins unless the TOC extends beyond one page.**

TABLE OF CONTENTS

Chapter		Page
2.	Introduction	1
	(1 blank line)	
2.	Title	2
	(1 blank line)	
3.	Title	3
	References	10
	Appendix	11

(small Roman numeral centered at bottom of page)

Two-page TOC – If the Table of Contents is too long for one page, insert a break between sections and continue on the next page. **Begin the continuation at the 1-inch top margin.**

Page Numbers – **Align the page numbers flush right with dot leaders.**

- **In Microsoft® Word 2007**, from the Home tab, go to the Paragraph section and select the small arrow in the lower right corner. Select **T**abs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment **R**ight and Leader **2** Click Set and Ok.
- **In Microsoft® Word 2010**, from the Home tab, go to the Paragraph section and select the small arrow in the lower right corner. Select **T**abs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment **R**ight and Leader **2** Click Set and Ok.

Please note that the page numbers are not italicized.

Very Long Heading – Be sure no heading extends into the page listing area. Continue a long heading indented on the next line. List the page number opposite the last line of the heading.

Sample Chapter Headings (APA 6th Ed.)

Arabic page number must be centered at the bottom of the page. Margins are 1.25" left and right, 1" top and bottom.

APA Style: Please refer to the **APA Manual, 6th Edition*** (pp. 62-63), to determine how your headings should appear. Find the section of your paper that breaks into the finest level of subordinate categories. Then use the guidelines that follow to determine the level, position, and arrangement of headings.

APA Manual 6th Edition

One level. Only use **Level 1. Start each chapter on a new page.**

Example:

Centered, Boldface, Uppercase and Lowercase Heading

The indented, double-spaced text starts here. All headings (Level 1) are centered, boldface, and uppercase and lowercase.

(Arabic page number centered at bottom of page)

Sample References

Arabic page number must be centered at bottom of the page. Margins are 1.25" left and right, 1" top and bottom.

Follow instructions in your thesis/research paper manual:

*Publication Manual of the American Psychological Association 6th Edition** – see Chapter 7, Reference examples (pp. 193-224)*

- **References** – only the sources that are cited in your thesis or research paper
- **Bibliography** – sources for background or for further reading; you may include descriptive notes with the source listings
- **Annotated Bibliography** – contains additional information about the reference source; formatting will require additional guidance from your committee

If a resource listing breaks between two pages, start the resource on a new page.

APA 6th Ed.: Hanging indent, double spaced throughout.

References

- Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, DC: National Institute for Work and Learning, Academy for Educational Development.
- Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.
- National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>

(Arabic page number centered at bottom of page)