



FIVE TOWNS COLLEGE

Guidelines for the Preparation of Master's Theses and Doctoral Dissertations



Prepared by:

The Doctoral Committee
and The Office of Academic Affairs

Guidelines for the Preparation of Master's Theses and Doctoral Dissertations

Five Towns College
September 2022

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Preface

The primary purpose of this manual is to provide candidates for the Master of Music (M.M.) or the Doctor of Musical Arts (D.M.A.) degrees specific information on the process and requirements for master's thesis and doctoral dissertation approval. This manual offers detailed information on the suggested organization, the required formatting, and the formal procedures for the submission and acceptance of all manuscripts. The table of contents on the preceding page indicates the order in which the various topics in this manual will be presented. A number of appendices are provided to assist in the preparation of selected pages for manuscripts.

Students in the process of writing and submitting theses or dissertations must be aware that failure to follow the information provided in this manual may lead to either a delay in the acceptance of their work or a complete rejection of their work. It is important, therefore, to read and follow these instructions carefully.

The first section of this manual lists the suggested organization of a thesis or dissertation with specific topics and issues that may be covered in each chapter. The second section provides detailed information on the required formatting of a thesis or dissertation. The third and final section provides information on the formal procedures to obtain all necessary approvals of a thesis or dissertation prior to the awarding of a graduate degree.

Please note that all theses and dissertations must be approved by the appropriate college officials. The term "manuscript" will be used in this manual when no distinction is being made between a thesis or dissertation.

Note: This document is intended for use by the graduate students and faculty of Five Towns College. No part of this publication, therefore, may be reproduced, stored in a retrieval system, or transmitted in any form or by any means or otherwise circulated without written permission from the Graduate Academic Standards Committee and the Office of Academic Affairs at Five Towns College.

Overview to the Organization of the Manuscripts

Five Towns College expects students to adhere to a required standard of organization, appearance, and formatting of master's theses and doctoral dissertations. Substantial departures from these standards must be approved in writing by the candidate's thesis or dissertation advisor.

Students are expected to properly document reference material. Statements of facts, quotations, or references to individual works or opinions require appropriately cited references. Unsubstantiated statements of facts are unacceptable. The documentation of references cited in a manuscript should meet proper academic standards of quality. One mark of an excellent scholarly work is the proper use of citations to respected reference materials. Literature reviews are demonstrations of a candidate's ability to locate, summarize, analyze, and synthesize a body of knowledge relevant to his/her topic.

Theses and dissertations should demonstrate original scholarly work that reflects the well-documented investigation of a topic. Manuscripts may involve the reporting of the results of a research study, the synthesis or critical analysis of a body of work, or a creative work grounded in prior scholarly work. Whatever the academic effort, a candidate must not present a work that relies inordinately upon the thoughts, writings, interpretations, and ideas of other individuals. Originality in thought, words, and conclusions is essential. **A PDF file of the thesis or dissertation must be submitted to the appointed advisor one month prior to the final defense of the document in order to check the manuscript's originality via Turnitin.** A manuscript may not continue towards defense if plagiarism is detected.

Theses and dissertations must be well written and presented. Read the manuscript carefully multiple times, and consider employing the copy editor's standard technique of reading text in reverse order so that the context does not interfere with the identification of typos and misspellings. Documents that are carelessly formatted and insufficiently edited will not be accepted. Students are strongly encouraged to seek outside editing help to correct basic grammar mistakes before submitting manuscripts for evaluation. Several recommendations for editing assistance are Kos Writing Support Services (koswritingsupport.com) or Dissertation Editor (dissertation-editor.com).

Finally, the organization of the traditional thesis or dissertation is an important consideration. Chapter organization should be driven by the content of the material and method of study. A smooth and logical presentation of key ideas is more desirable than abiding by a predetermined chapter structure. The typical standard organization of a traditional manuscript often includes five chapters. Chapter 1 provides an introduction to the thesis or dissertation. Chapter 2 presents a literature review. Chapter 3 describes the methods and procedures employed to collect, store, and analyze the data relevant to the thesis or dissertation topic. Chapter 4 reports on the findings of the study. Chapter 5 summarizes the important points of each chapter and makes recommendations for future research, policy, and/or practice. This final chapter discusses in a forthright manner the strengths and weaknesses of the research undertaken. Significant departures from this traditional organization are permitted with approval from the appointed committee chair, particularly for manuscripts accompanying performances and compositions.

The pages that follow indicate the typical standard organization of a manuscript. Also provided are examples of the questions that might be addressed in each chapter. The questions addressed in dissertations may require several chapters to answer. Please note that these questions are included to help generate ideas, but students must discuss individualized manuscript formatting and organization details with their advisor. It is important to remember that the content itself, not a suggested organization for a thesis or dissertation, dictates a manuscript's organization.

Suggested Questions to Address in a Manuscript

Introduction:

1. What is the purpose or objective of the thesis/dissertation? (note: there may be multiple purposes/objectives)
2. Why is this purpose or objective important to investigate?
3. What factors led to the decision to research or investigate this purpose or objective?
4. How will each chapter in the thesis or dissertation contribute to achieving the purpose or objective?
5. What important terms require definition in this thesis/dissertation?
6. What will be some of the important sources of information or data in this study and why?
7. What are some of the anticipated issues, concerns, and impediments to the achievement of the study's purpose and objective?

Literature Review:

8. What are the important and relevant studies, research, or works existing on this topic?
 - a. How were each of these studies, pieces of research, or works executed?
 - b. When were they conducted?
 - c. What were their relevant findings?
 - d. What were their strengths and weaknesses?
9. What does this body of work collectively have to say about the thesis/dissertation topic?

Methods of Research:

10. What specific procedures or methods were employed to collect the data for this study?
 - a. Are these procedures described in sufficient detail so that another investigator could replicate the study or research?
 - b. What was the nature of the materials examined in the study?
11. What analytic tools or research instruments were employed in the study?
 - a. How and when was the data collected?
 - b. By whom was the data collected?
12. How was the data analyzed?
13. What are the assumptions and limitations of the study?

Principal Findings:

14. What are the major and minor findings of the study? What data specifically
 - a. supports these findings? How do these findings compare and contrast to the
 - b. findings of previous studies?
15. What major exceptions or qualifications are there to the findings?
 - a. What are some of the limitations of the study's data analysis?

Summary and Conclusions:

16. Are the key findings in the study clearly summarized?
17. Is the reader informed of the study's main contributions to the field?
 - a. What suggestions can be made about future research on the topic or in this discipline?

The Manuscript Layout: General

Dissertations and theses generally abide by certain conventions with regard to the layout of the document. Details as to the requirements for each of these parts are contained in the following pages. Below are the customary components of a typical document and the order in which each component should appear. Note that Chicago Style and APA Style formats are listed separately.

Chicago Style:

Title Page
Copyright Page (optional for master's theses)
Submission Page
Abstract
Dedication (optional)
Epigraph (optional)
Table of Contents
List of Figures, Tables, or Illustrations (if applicable)
Preface (optional)
Acknowledgments (optional)
List of Abbreviations (if applicable)
Glossary (if applicable)
Editorial or Research Method (if applicable)
Main Body of Manuscript (organized into chapters)
Appendixes (if applicable)
Bibliography or Reference List

APA Style:

Title Page
Copyright Page (optional for master's theses)
Acknowledgements (optional)
Submission Page
Abstract
Dedication (optional)
Table of Contents
List of Illustrations (if applicable)
Text (organized into chapters)
References
Footnotes
Tables (if applicable)
Figures (if applicable)
Appendices (if applicable)

Required Physical Form of the Manuscript

Every manuscript (thesis or dissertation) must comply with the requirements listed below. Samples are provided in the appendices in order to minimize any misunderstandings about these requirements. If deviations from these requirements are anticipated, you must receive written approval from the Coordinator of Graduate Music Studies, as well as written approval from your thesis/dissertation advisor. A manuscript will not be accepted if it deviates significantly from the specifications described below without prior approval.

The topics relevant to the physical form of the manuscript are listed below in alphabetical order by topic. In places where formatting is not specifically described, follow the appropriate style guidelines for your field of study.

1. Abstract

- Theses and dissertations require an abstract that clearly and succinctly articulates the purpose of the investigation, the methods and procedures employed, the principal findings, and the conclusions reached.
- The abstract should be no longer than 350 words. The abstract is typically just one paragraph and appears on a single page.
- The abstract must be formatted as shown in the sample abstract in Appendix D.
- Students must provide three to five keywords describing the content.
- Abstracts forwarded to Dissertation Abstracts International **must not exceed 350 words** or they will be truncated by ProQuest/UMI. The title of the doctoral thesis, incidentally, is not included in the word count for the abstract.

2. Acknowledgments

- Although not required, some students may wish to include an acknowledgment page to express their appreciation to the individuals who assisted them in the preparation and completion of their thesis or dissertation. Such individuals typically include the thesis advisor or dissertation committee chair, experts or specialists in the field, specific FTC librarians, and relatives.
- The acknowledgment page should be no longer than one page.

3. Appendices

- Appendices are intended for supportive materials that are supplementary to the thesis or dissertation. Appendices include essential supportive material that cannot be easily worked into the main body of the manuscript. Typical among such materials are: questionnaires, transcriptions, photographs, additional tables and charts, additional reference lists, etc. Appendices must be placed after the main body of the manuscript, not at the ends of chapters.
- If multiple appendices are required, each appendix must be labeled alphabetically, e.g., "Appendix A," "Appendix B," etc.
- Appendices must have page numbers listed sequentially in keeping with the page numbering in the thesis or dissertation.

- The paper quality and margins of all pages in the appendices must be the same as those for the thesis or dissertation.
- Note that Chicago Style guidelines prefer the spelling “Appendixes” while APA Style guidelines prefer “Appendices.”

4. Bibliography and/or Reference List

- A specific section of the thesis or dissertation must be devoted to a bibliography or reference list. Reference lists may be titled “References,” and these lists are those works cited directly in your work. “Bibliography” or “Sources Consulted” lists notate cited works plus the cited and background readings or other material that you read but don’t specifically cite. Note that entries in bibliographies and reference lists must be formatted and ordered in alphabetical order by author.
- Selected bibliographies, single-author bibliographies, and annotated bibliographies are options of types of bibliographies. Students should use the type of bibliography appropriate for their material in consultation with their advisor, and students must follow the appropriate style guidelines.
- It is recommended that the bibliography or references section appear only once and altogether after the main body of the text.
- References cited must be of acknowledged sources of quality, as theses and dissertations are original scholarly works. Such sources typically include articles from peer-reviewed journals, volumes authored by acknowledged experts in the field, primary sources, autobiographical or biographical materials, known organizational or government websites, and/or media sources.
- The citation of references must comply with the appropriate style guidelines.

5. Binding

- All theses and dissertations require binding.
- The binding of a thesis is the responsibility of the student.
- Doctoral dissertations are bound by an outside company with a small binding fee required.

6. Charts, Drawings, Figures, Maps, Photographs, Schemes, and Tables

- Each chart, figure, graph, table or other presentation in a thesis must appear with numbered labels and contain a title, e.g., “Figure 1: The Correlation Between Recital Scores and GPAs.”
- All charts, figures, maps, photographs, tables, and other types of presentations must satisfy the same printing standards as those for text.
- Pencil or pen presentations are unacceptable.
- If landscape orientation of a page is required for the presentation of a chart, figure, or table, the top of the chart, figure, or table must appear to the left side of the page or the binding edge.
- All pages with charts, figures, or tables must be numbered sequentially in keeping with the order of the pages in the manuscript.
- Charts, figures, and tables may appear at the conclusion of the main body of the manuscript, but they must be presented in the order of their reference in the thesis or dissertation and

in compliance with all manuscript standards. If this is done, a cross-reference indicating the page number on which the figure appears should be included.

7. Copies

- Two copies of a thesis are required along with a PDF file of the document.
- The original copy of the thesis is to be given to the Five Towns College Library for filing along with the PDF file.
- One copy of the thesis is to be given to the Coordinator of Graduate Music Studies.
- All pages in the copies of a thesis or dissertation must meet the standards indicated in the “Printing” section. The copies must be of high quality and collated properly. The copies must be exact reproductions of the original manuscript.

8. Copyright

- Doctoral dissertations must contain a separate and distinct copyright page. This page is optional for master’s theses.
- The copyright page must be presented as demonstrated in Appendix B (note the differentiation in guidelines between Chicago Style and APA Style).
- The copyright page represents a statement by the author that all of the work in the manuscript, except where appropriately cited, is original. Please remember that all manuscripts will be submitted to Turnitin to provide independent verification of the manuscript’s originality.

9. Copyrighted Material

- If the manuscript includes any material that has been copyrighted by another author, then written permission must be obtained to include the material in the manuscript. The permission must specifically state that the author may include the material in her/his manuscript. The written permission needs to be submitted with the final manuscript to the thesis or dissertation advisor.
- It is generally accepted that the use of a quotation is fair use provided that it is not a “substantial part” of the work being quoted. If there is doubt as to whether the manuscript’s use is “fair use,” the student will be required to obtain permission to use the material.
- Fair use of creative works is restrictive. Inclusion of poetry, music lyrics, dialogue from a play, musical examples, etc., is more likely to require permission.

10. Dedications

- Manuscripts may include a dedication page.
- Dedications should be brief and no more than a short phrase or statement.
- The dedication page should appear immediately after the abstract page and prior to the table of contents.

11. Font Style and Size

- The only permitted typefaces in a manuscript are Arial, Helvetica, or Times New Roman.
- The only permitted font size is 12-point font except where noted in the appropriate style guidelines.

12. Footnotes

- Footnotes must be placed on the bottom of the page.
- Footnotes must be numbered sequentially.

13. Length

- There is no specific length requirement for either a master's thesis or a doctoral dissertation. However, because both efforts require the extensive presentation and discussion of a scholarly investigation, both documents should be significantly greater in length than a term paper. A dissertation especially requires an extended treatment of the topic that will likely require many pages of elaboration and discussion.

14. List of Figures, Tables, or Illustrations

- Place a listing of tables appearing in the manuscript following the table of contents.

15. Margins

- The margins for the thesis must be a minimum of one inch (1") on the top, bottom and right sides of the paper. The left margin, however, must be at least one-and-one-half inches (1 1/2") to allow for binding the manuscript.
- Dissertations should maintain one inch ("1") margins on all sides.

16. Microfilming Fee

- Each successful D.M.A. candidate is responsible for uploading their abstract and dissertation online with ProQuest. ProQuest may charge a fee for this service, and payment for this service is the responsibility of the student.
- FTC does not require copyrighting of dissertations or dissertation abstracts, but it strongly suggests that such copyrighting take place. There may be an additional fee for copyrighting via PQIL (ProQuest Information and Learning), and payment for this service is the responsibility of the student.

17. Page Numbering

- Front matter pages of the manuscript (acknowledgment, table of contents, copyright, dedication, etc) must use small Roman numerals listed sequentially (e.g., i, ii, iii, iv).
- Each page of the rest of the manuscript, including all figures, tables, or illustrations, must be numbered sequentially using Arabic numerals, e.g., 1, 2, 3, 4. The first page of the first chapter (or the introduction, if it precedes the first chapter) will be page 1.
- The title page of the manuscript does not have a printed page number.
- Page number formatting must adhere to the standards of the appropriate writing style guidelines.

18. Paper Quality

- The documents must be printed on 24 lb. white bond paper.

19. Paper Size

- The documents must be printed on 8 1/2" by 11" paper.
- Charts, figures, tables, and other materials that may require larger sized paper must be reduced to fit on 8 1/2" by 11" paper.

20. Photographs, Musical Examples, Figures

- All photographs, images, musical examples, etc. must be of suitable quality to ensure appropriate reproduction.
- Captions and/or labels must be included and should be single-spaced.
- Musical notation excerpts are considered figures.
- When using multiple musical examples from the same piece, staff and note heads should be the same size.
- See the “Scanning and Mounting” section that follows.

21. Printing

- The original manuscript must be printed by a high quality printer.
- No handwritten corrections, blotches, marks, or other types of blemishes on any page of the manuscript are permitted.
- Whiteout, correction fluid, or correction tape are unacceptable.

22. Scanning and Mounting

- Photographs, sheet music, letters, etc. may be scanned or photocopied into the manuscript (provided that permission is granted by the copyright holder).
- These materials may not be glued, taped, or mounted into a manuscript.

23. Spacing

- The body of the text in the manuscript must be double-spaced.
- No breaks in lines between paragraphs are permitted.
- Extensive sections of blank space are not permitted in the manuscript, e.g., a photo that occupies a quarter of a page. Breaks in lines between chapter titles, headings, subheadings, and the body of the text are required, however.
- Only one side of each page may be used for printing.
- Block quotation extracts must be indented as specified in the appropriate style manual (and these should be single-spaced). Table titles and lists in appendices should be single-spaced.
- Bibliographies/reference lists, footnotes/endnotes, and certain elements in the front matter (including the table of contents and any lists of figures, tables, or abbreviations) must be single-spaced within the entries and double-spaced between entries.
- Spacing between headings and text and between text and block quotations must be consistent throughout the manuscript.
- The last line of a paragraph may not begin a new page.
- A page cannot end with a heading or the first line of a paragraph.

24. Submission Page

- Theses and dissertations must include a submission page. This page is placed directly before the abstract page.
- The submission page includes space for the signatures of the examining committee members.
- See Appendix C for a model submission page that should be followed exactly in wording and formatting (substituting in the appropriate degree fields).

25. Table of Contents

- Every manuscript must have a table of contents.
- The table of contents pages should be similar to the sample pages provided in Appendix E to demonstrate the proper Chicago and APA Style formatting guidelines.
- If you are combining a list of tables and figures, label the list “Illustrations” but divide the list into two sections of “Figures” and “Tables.”

26. Title Page

- The first page of the manuscript must be the title page.
- See Appendix A for samples of title pages for a thesis or dissertation. The title page for the manuscript must be presented exactly like the appropriate sample in Appendix A.

27. Use of Foreign Languages

- While the main language of all dissertations is English, it may be necessary to use materials from other languages. When citing words and phrases from foreign languages, it is necessary to ascertain whether or not the foreign terms are now accepted as English words. This is very prevalent with musical terminology. It is important because, generally, foreign terms are italicized, but they are not if they have subsequently become part of the English lexicon. For example, *piatti* would be italicized, but “concerto” would not be.
- In the event that the author of the dissertation needs to include quotations of a sentence or longer in his/her study, the English translation is used in the body of the dissertation. The original foreign text is placed in a footnote.
- The author should also remember that the rules for capitalization vary from language to language. For example, in German all nouns are capitalized, but in French titles all words are capitalized until the first noun (then the rest of the words are lowercase). The author needs to be aware of these various changes.
- Consult the appropriate writing manual for further details.

FINAL REMINDER: Significant departures from the format/ physical form instructions listed above must be approved in writing in advance by a candidate’s thesis or dissertation advisor. Unapproved changes may result in delays in the acceptance of a thesis or dissertation.

Procedures for Submittal and Acceptance of a Manuscript

The requirements for completing either the Master of Music or Doctor of Musical Arts degrees are presented in full in the Graduate Catalog. The procedures listed below are to clarify the steps required following acceptance of a master’s thesis by a thesis advisor, or following the successful defense of a dissertation by a doctoral candidate. **Note that students must obtain the signatures of committee members using the submission page found in Appendix C. Students are expected to print Appendix C and bring it to the defense, as signatures should be obtained at the defense following the approval of the committee.**

Step 1:

Thesis/Dissertation Corrections and Changes: Once a thesis or dissertation has been approved by the appropriate individual or committee, all identified changes and corrections must be made in

the manuscript by the candidate. In addition, each thesis and dissertation must be carefully checked once again by the candidate for spelling, typographical errors, and grammatical mistakes.

Step 2:

Final Content Review: Upon completion of Step 1, the thesis or dissertation must be resubmitted to the primary advisor so that two final content reviews can occur. First, the advisor will ensure that all changes and corrections have been made appropriately, and he/she will then complete a short form indicating to the Coordinator of Graduate Music Studies that the thesis or dissertation is ready for a final physical form approval.

Step 3:

Library Form Approval: The original thesis or dissertation, along with the completed approval form from the advisor or sponsor, must be submitted to the FTC Library Director by the student. The library staff will review each page in the manuscript to ensure compliance with all manuscript publication standards. If the printing standards have been satisfied, the student will be instructed to make two additional copies of the thesis or dissertation. If the printing standards have not been met, the Library Director will indicate which pages require corrected reprinting.

Step 4:

Reproduction of Thesis or Dissertation: At least two additional copies of the thesis or dissertation are required. The original thesis or dissertation will be submitted to the library. One copy of the manuscript will be submitted to the thesis or dissertation advisor, and the second copy will be submitted to the Coordinator of Graduate Music Studies. It is the responsibility of the student to make any copies of a thesis or dissertation for his/her own possession. Finally, a PDF file of the manuscript must accompany the original version of the manuscript when submitted to the Library Director.

Step 5:

Final Thesis/Dissertation Notification: Upon completion of all appropriate steps for the final content and form approval of a thesis or dissertation, the Library Director will notify the following individuals in writing that the candidate is approved for a final degree audit check by the Registrar's Office: (1) the candidate, (2) the thesis advisor or dissertation sponsor, (3) the Chair of Graduate Studies, (4) the Registrar's Office, (5) the Dean of Academic Affairs, (6) the Vice President/Provost, and (7) the Doctoral Committee.

Final approval of all candidates for all graduate degrees rests with the Registrar's Office. Final approval typically includes, but may not be limited to: (a) the final degree audit check, (b) satisfaction of all financial obligations to FTC, (c) verification of all prior degrees awarded, and (d) completion of the graduation requirements as specified in the appropriate College Graduate Catalog.

Step 6:

ProQuest Submittal: The approved candidate must submit the completed document to ProQuest. The link to ProQuest's submission page is: <http://www.etdadmin.com/main/submitting>

Summary

At the annual commencement exercises the appropriate master's and doctoral degrees are awarded to candidates by the President of Five Towns College. Master's degree candidates will be awarded their degrees individually. However, following a long academic tradition, the awarding of the highest academic degree, the doctorate, involves a special academic ceremony reflecting the extensive scholarly work undertaken and successfully completed by candidates. The Doctor of Musical Arts degree will be accompanied by the reading of the degree inscription by the President of FTC. In addition, the candidate, robed in a gown chosen by FTC, will be hooded in the color traditionally chosen for the doctoral degree earned. The traditional color for the Doctor of Musical Arts is pink.

The achievement of a master's or doctoral degree is a lengthy process. The ability to contribute excellent original research, compositions, or performances to an existing body of scholarly work earns the master's or doctoral candidate the right not simply to be awarded a particular academic degree, but perhaps more importantly, to be considered a member of a select community of music scholars. Five Towns College is honored to support all scholars, here and elsewhere, receiving graduate degrees.

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Five Towns College

Title of the Thesis (centered here in bold a third of the way down the page):

Subtitle here the next line after a colon

A Thesis Submitted to
the Faculty of Five Towns College
in Candidacy for the Degree of
Master of Music/Master of Science in Music Education

Department of Music

by
Author's Full Name

Dix Hills, New York
Month and Year Submitted

Five Towns College

Title of the Dissertation (centered here in bold a third of the way down the page):

Subtitle here the next line after a colon

A Dissertation Submitted to
the Faculty of Five Towns College
in Candidacy for the Degree of
Doctor of Musical Arts

Department of Music

by
Author's Full Name

Dix Hills, New York
Month and Year Submitted

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APA Style.....	22

Copyright © Year by Author's Full Name
All rights reserved

© Copyright by
AUTHOR'S FULL NAME
Year

Appendix C
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A THESIS/DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF MUSIC/DOCTOR OF MUSICAL ARTS

TITLE

AUTHOR'S FULL NAME

Approved:

Name, degree
Work Title
Dissertation Advisor

Name, degree
Work Title

Name, degree
Work Title

Name, degree
Work Title

Appendix D
Layout of Abstract Page

Thesis and Dissertation Abstract Sample.....26

ABSTRACT

TITLE OF THE MANUSCRIPT

[illegible]

Keywords: piano pedagogy, piano duets, female composers, collaborative piano, piano technique

Appendix E
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