



GUIDELINES

FOR THE PREPARATION OF

GRADUATE THESES

2011

Department of Health Administration

College of Health and Human Services

Governors State University

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Title Page

(An informative title here which conveys the essence of your thesis)

The title page must include the full, exact title of your thesis, your full name as it appears in University records, the full title of the degree to be awarded, the name of the institution granting the degree, and the year of degree award.

By

Your Name

Department of Health Administration

College of Health and Human Services

Submitted to the Thesis Committee of Health Administration

In partial fulfillment of the requirements for the degree of

Master of Health Administration

Governors State University

Date

ACKNOWLEDGEMENTS

ABSTRACT

An abstract consisting of the following is required.

- The first paragraph at the top of the page contains the exact title of the thesis.
- The second paragraph right below the thesis title contains your name as it appears on the title page but with the last name first, and the abbreviation of the degree title (e.g., M.H.A.).
- The remaining paragraph(s) summarizes your research and may be no more than 350 words. It is a formal synopsis of your thesis, which explains the scope of your investigation and states the research question and conclusion.
- The first and second paragraphs are single-spaced. The spacing in the remainder of the abstract is the same as in your thesis text.
- Include a word count for the abstract at the bottom of the page. The abstract comes directly before the table of contents.

TABLE OF CONTENTS

The table of contents identifies each section of the thesis (Abstract, Introduction, Body, Conclusion, Discussions, Bibliography, Endnotes, Appendix, Tables, Graphs, etc.) as well as topical subsections. Page numbers in the table of contents and the thesis must match. Include section and subsection headings labeled in bold throughout the thesis to guide the reader and identify the different sections of the thesis.

INTRODUCTION

Introduce the topic and provide enough information about your topic in order to enable the reader to comprehend the significance of your research question. Each thesis must have **at least one research question**. The research question is the central question you are trying to answer through your thesis. The research question must be clearly and precisely stated. Your thesis will be assessed in part according to the extent to which the thesis appropriately addresses and develops the specific research question. You may also have clearly stated research hypotheses that are testable.

In the introduction, you also establish the significance of the research question and explain why it is worthy of study. You may also briefly discuss why your topic is of significance to you personally. At the end of the introduction, state your research hypotheses that are testable if you have any.

LITERATURE REVIEW

Literature review is the review of the work of other researchers directly relevant to your research. Included in the literature review should be: 1) the conceptual framework, 2) the empirical research findings, and 3) the gaps in the current research. You may use subsections for each.

At the end of the literature review, briefly and concisely preview the body of your thesis by briefly explaining how you intend to answer the research question and test the hypotheses — that is, how you propose to proceed in the body of your thesis.

At the end of the literature, restate your research question or hypotheses that are testable if you have research hypothesis.

METHODS

The methods of the thesis may differ depending on your topic. However, for all theses the methods will be evaluated based on 1) Research Design: your approach to the research question; 2) Data: your data sources; 3) Measurement: the variables used in your research; and 4) Data Analysis: Analytical strategy of data. In this session, you may have subsections for each.

RESULTS

Results should include the evidence based on your data analyses. You may use tables or graphs to present the results.

If you plan to include **illustrations, tables, charts, or graphs, etc.**, make sure they are labeled and listed in the table of contents. Also, make sure you discuss their significance and relevance in the text of the thesis.

CONCLUSIONS

The conclusion must be clearly stated and relevant to the research question. It must also be consistent with the hypotheses and its explanation and development presented in the thesis. Review how you have demonstrably and convincingly supported your thesis and answered the research question.

DISCUSSION

In the discussion, you should indicate the limitation of your research, the unresolved questions and new questions that have emerged from your research, and concisely restate your key points and discuss the broader implications of the thesis.

BIBLIOGRAPHY

In the bibliography include only sources you have cited in the thesis that are directly relevant to your research. You need at least 15 sources, five of which must be articles from scholarly journals. The bibliography must be using APA or ACS style. In ACS style, the bibliographies are numbered consecutively as they are cited in the thesis. The numbers can be repeated throughout the text as needed. Examples of ACS style are given as the following:

- List all authors when there are six or fewer; when there are seven or more, list the first three, then “et al.”

The following are sample references for a standard journal article:

1. Adler NE, Boyce WT, Chesney MA, Folkman S, Syme LS. Socioeconomic inequalities in health: no easy solution. *JAMA*. 1993;269:3140-3145.
2. Blendon RJ, Brodie M, Benson JM, et al. Understanding the managed care backlash. *Health aff*. 1998;17:80-94

- If you abbreviate the titles of journals, you should abbreviate all titles of journals throughout the reference citation. The abbreviation should be according to the style used in *Index Medicus*. *List of Journals Indexed in Index Medicus* can be obtained from the library or through <http://www.nlm.nih.gov/>

- For books, follow the following sample reference:

Babbie E. *The Practice of Social Research*. 9th ed. Belmont (CA): Wadsworth Publishing; 2001.

- For any material obtained from a web site, follow the following sample reference:

Clinton WJ. Radio address by the President to the nation, February 21, 1998. White House Web site. Available at: <http://www.pub.whitehouse.gov/uries/12R?urn:pdi://oma.eop.gov.us/1998/2/21/11.txt.2>. Accessed May 24, 2011.

APPENDIX

In this section you may include any instruments you used for collecting data, IRB approval if required, and any other relevant documents directly relevant to your thesis. Please note that readers will not read the appendix thoroughly, so all essential information must be in the body of your thesis.

THESIS FORMAT REQUIREMENT

1. Paper Requirement

Standard 8 ½ x 11, white paper must be used for the thesis submitted to the Committee.

2. Font and Quality

Only one font may normally be used throughout the thesis. All text, page numbers, table numbers, figure numbers, captions, bibliographies, and footnotes as a rule must be in the same font. For general text, type size should neither be less than 10 points nor more than 12 points/ Font and font size may be varied for symbols or emphasis when appropriate (e.g., for scientific or mathematical terms).

3. Spacing

Double-spacing is required for the text. Long quotations, headings, and captions may be single-spaced. Multi-lined and subdivision headings, figure and table captions, footnotes, and endnotes are normally single-spaced.

4. Page Margins

Left: 1.5 inches

Right: 1 inch

Top: 1 inch

Bottom: 1.25 inches

All tables and figures, including their captions, must conform to margin requirements.

5. Pagination

All pages of theses containing text or figures/tables are numbered. Except for the title page and cover pages, page numbers must be placed on each page of the thesis.

Preliminary pages (e.g., ACKNOWLEDGMENTS, ABSTRACT, TABLE OF CONTENTS, etc.) are numbered consecutively in lowercase Roman numerals. Text and all reference pages, including appendices, are numbered consecutively in Arabic numerals beginning with 1 on the first page of text.

Pagination should be placed in the upper right corner, ½ inch below the top edge of the page. The last digit of the page number is even with the right margin. Page numbers must be in the same font and font size as your text.