

COLLEGE *of* CHARLESTON

THE GRADUATE SCHOOL

MASTER OF ENVIRONMENTAL STUDIES PROGRAM

Thesis Manual

A Guide for MES Graduate Students

(updated 1 August 2008)

A. Kem Fronabarger
Mitchell Colgan
College of Charleston
Charleston, SC 29424

Contents

INTRODUCTION	4
DEADLINE	5
PREPARATION OF FINAL COPIES	5
A. Thesis Title Page	5
B. Number of Copies	6
C. Paper and Binding	6
D. Spacing.	6
E. Margins.	6
F. Fonts.	6
G. Justification and hyphenation.	7
H. Arrangement of manuscript	7
I. Pagination.	7
J. Graphs, tables, and illustrations.	8
1. If figures and tables are embedded within text	8
a. Figures and graphs	8
b. Tables	10
2. If figures and tables are at the end of text	11
a. Figures and graphs	11
b. Tables	11
K. Full-page tables, charts, graphs, photographs, plates, etc.	11
L. Published material	12
DETAILS OF MANUSCRIPT PAGES	13
A. Overview	13
B. Title And Approval Page: (see back page for sample)	13
C. Abstract	14
C. Copyright Page	16
D. Acknowledgements Page	16
E. List of Figures	16
F. List of Tables	17
G. TEXT:	17
1. Introduction	17
2. Materials and Methods	17
3. Results	18
4. Discussion	18
5. Summary or Conclusion	18
H. Literature Cited	18
I. Figures (optional use if figures inserted after text)	18
J. Tables (optional use if tables inserted after text)	19
K. Appendices	19
L. Footnotes and Endnotes	19
STYLE AND FORMAT SUGGESTIONS FOR CITED LITERATURE	20
A. Introduction	20
B. Text citations	20
C. The Reference List	22
Book:	22
Book, Volume with Separate Title:	22
Chapter/Article in Edited Book; Edition:	22

Journal Article, Single Author:	22
Journal Article, Two Authors; Discontinuous Pages:	22
Journal Article, Three or More Authors:	23
Journal Article, Organization as Author:	23
Chapter/Article in Edited Book; Edition:	23
Abstract	23
Thesis or Dissertation	23
Government Report	23
Electronic Sources	23
(File Transfer Protocol) Sites	23
WWW Sites (World Wide Web)	24
Telnet Sites	24
GOPHER Sites	24
Email, Listserv, and Newsgroup Citations	24
Publications on CD-ROM, Diskette, or Magnetic Tapes	25
D. Handling Quoted Material	25

**COLLEGE OF CHARLESTON, SOUTH CAROLINA
MASTER OF ENVIRONMENTAL STUDIES PROGRAM**

THESIS PREPARATION GUIDELINES

INTRODUCTION

If you are a Master of Environmental Studies graduate student and are preparing your thesis, then congratulations! You have reached a signal point in your graduate education. This manual is designed as an aid in finishing one of the most important documents you will write in your academic career. We hope it will be useful.

Your thesis must meet all the guidelines set forth in the *Thesis Manual A Guide for Graduate Students* published by the Graduate School Office at the College of Charleston. Use the most current edition of Graduate School manual which is available through the Graduate School Office and the MES office. You should find the most current information concerning the requirements, dates, thesis preparation guidelines, *etc.* at <http://www.cofc.edu/gradschool/current/index.php>. Every effort has been made to ensure that this manual conforms to the Graduate School manual. Should you find any discrepancies between the two documents, follow the guidelines in the Graduate School Manual and inform the MES Program Office of the difference. The site for you to use to submit your thesis is <http://dissertations.umi.com/cofc/>. You should check with the Graduate School Office to make sure you understand how to submit your thesis **prior** to going online.

The submission of your master's thesis is the last step in the program leading to the award of your degree. Your manuscript is a scholarly statement of the results of a substantial period of research and preparation. It will be made available for public use in the MES office and online through ProQuest.

For these reasons, the Environmental Studies Program has established guidelines in the physical format of the manuscript. In order to obtain a uniformly high quality product, in a permanent and readily reproducible form of presentation, and with consistency in the arrangement of the contents. The thesis must be a professionally finished work in format, style, spelling and appearance. The finished document reflects on both you and on the College. The physical format of the manuscript should be perfect. We would not expect you to settle for less; nor will we. Failure to follow these instructions will necessitate revising the submission until it meets the expected standards.

It is preferred that a thesis be prepared, to the extent possible, in the format of the intended journal of publication, with minimal necessary revision prior to submission. However, any deviation from MES presentation requirements must be approved by the your committee and the Director of the MES Program. In no case will any deviation from the format of the Graduate School preparation manual be permitted.

DEADLINE

All candidates for a degree must submit an online Application for Master's Degree to the Graduate Studies Office by 5 p.m. on the date stated in the Academic and Administrative Calendar for the semester you wish to receive the degree. Degree and thesis submission deadline information can be found at <http://www.cofc.edu/gradschool/current/index.php#Graduation>.

PREPARATION OF FINAL COPIES

A. Thesis Title Page

A copy of the Thesis Title Page must be turned in by the thesis submission deadline to the Graduate School Office with original signatures. This page can be on any white 8-1/2 x 11 inch, un-punched, non-glossy paper. The signed title page will be scanned and stored electronically in the Graduate School Office. In the electronically submitted copy and all ordered copies, the names of the thesis committee members must be present without the signatures or the signature lines.

B. Number of Copies

Each candidate shall submit his/her thesis online using the instructions in the Graduate School Thesis Manual. The candidate will order one (1) hardbound copy of the thesis which will be delivered to the MES Office. In addition, committee members may request a copy of the thesis. Binding, paper quality, and other details should be discussed with each committee member.

C. Paper and Binding

The hardbound copy of the thesis that will be stored in the MES office must be printed on standard size, white, 8-1/2 x 11 inches, unpunched, non-glossy, non-textured paper of twenty (20) pound weight, 100% rag content. Your thesis will be on file at the College for a time that may stretch into hundreds of years, and acid-free paper is essential to prevent premature deterioration. ProQuest will handle all these details for you.

D. Spacing.

Use double spacing throughout except in footnotes, indented quotations set off from the text, bibliography entries of more than one line, and materials such as captions or tables and appendices of data.

E. Margins.

Every page of the thesis must be kept within margins set as follows: A minimum margin of 1-1/2 inches (for binding purposes) on the left side of the page; 1 inch at the top, right and bottom sides. The only exception is that there will be a two-inch margin from the top of the first page for each new chapter. All pagination and footnotes must fall within these margins. Any page submitted with less than the minimum margins will be rejected.

F. Fonts.

Use one of the “Roman” fonts, such as Times New Roman, in either an 11-point or a 12-point size. Italics are used for all Latin phrases such as *et al.* and *etc.* and for genus and species names such as *Felis catus*.

G. Justification and hyphenation.

A typed thesis will have a straight-line left margin and a ragged right margin, with no letter of the text less than one inch from the right edge of the paper. Long words may be hyphenated at the discretion of the typist to prevent unusually short lines from appearing, but hyphenation should be minimized. Each paragraph must be indented five (5) spaces. Do not end a page with a hyphen.

H. Arrangement of manuscript

The pages of your thesis will appear in the following order:

- Title Page
- Abstract
- Copyright Page (or a blank page should your thesis not be copyrighted).
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Body of Thesis
 - A. Introduction
 - B. Materials And Methods
 - C. Results
 - D. Discussion
 - E. Summary and/or Conclusions
- Literature Cited
- Figures (optional use if figures inserted after text)
- Tables (optional use if tables inserted after text)
- Appendices

I. Pagination.

The Title Page is not numbered. The Abstract through the List of Tables are numbered using small Roman numerals (ii, iii, iv, *etc.*). The Abstract page is page “ii” and all pages are numbered consecutively thereafter.

The pages starting with the body of the thesis through the last page of the last appendix are numbered using Arabic numerals (1, 2, 3, *etc.*). The first page of the body of the thesis is page “1” and all pages are numbered consecutively thereafter.

The page numbers that are displayed must be centered at the bottom of each page, within the bottom margin. Note that no words, punctuation, or diacritics of any kind accompany the page number: it says "4", not "-4-" or "4." or "Page 4".

J. Graphs, tables, and illustrations.

At the discretion of the thesis committee the graphs, tables, and illustrations may be either embedded into the text or placed at the end of thesis in separation sections. In all cases, figures are numbered consecutively, separate from table numbers. Thus, you will have “Figure 1,” Figure 2,” *etc* and “Table 1,” Table 2,” *etc*.

1. If figures and tables are embedded within text

a. Figures and graphs

Figures are numbered with Arabic numerals assigned in consecutive order as the figures are referred to in the text. The figure number always appears below the figure. The figure number is followed by 2 spaces and the figure title. A figure title should informatively describe in a short form the content of the figure; it is usually a sentence fragment. The title is capitalized in sentence style, and no period follows the title unless additional information is presented in the title block. The figure title may contain abbreviations and symbols that have been defined in the text. If the title is long enough to take more than 1 line, the 1st line of the title should be the longest. The 2nd and succeeding lines may align with the letter F in "Figure" if the caption is flush with the figure's left edge or may be indented. If the caption is centered on the figure, each line should be centered. Consider both textual sense and the appearance of the caption when deciding where to break the lines of the title; no line should be wider than the figure. If a source must be identified, it is set within parentheses as the last element of the caption.

Figure 6. The parts of a table (adapted from *Journal of Food Science* 1981; 46(2):661)

Figures are placed in a document as close as possible to the first point in the text that they are referenced. If the figure will not fit on the page with the first reference to it, it should go on the next available page.

Figures should be at the top or the bottom of a page. The top position should be preferred; it allows the text to visually anchor the bottom of the page. Text may appear on any page carrying one or more figures, but the minimum amount of space available for text should be no less than 5.1 cm (2 inches, 12 picas); fewer lines on a page of figures can be overlooked too easily. When a figure appears on a page with text, about 1 cm of space ($3/8$ inch; 2 picas) should separate the text from the top of the figure or the bottom of the caption.

Figures should be centered horizontally in the space they occupy; that is, a figure occupying most of the width of a page is centered between the margins, and a narrow figure occupying 1 column is centered within the boundaries of that column.

For graphs, titles should not simply repeat the axis labels in the form "ordinate and abscissa" or "ordinate as a function of abscissa"; rather, the title should be a phrase describing what the data show. For example, a graph of pressure and flow rate might be titled "Permeability of . . . ". Titles of figures should not begin with a phrase describing the type of figure: for example, "Photograph of . . . "

Some journals require that each figure caption be accompanied by a summary of the experimental conditions applying to the figure. This can result in a paragraph of information that may be as large as the figure itself, and providing such a summary for each figure takes up valuable space. Routine restatements of experimental conditions for each figure should not be necessary if this information has been clearly provided in the methods section of the document and if the text that refers to the figure makes clear from which experiments the data come. When information specific to a figure is needed, it should be a brief note; otherwise, it should be provided in the text.

A single caption should be provided for multipart (composite) figures, with necessary information about the separate parts provided by their individual labels. If the separate parts of the figure call for so much information that individual captions are needed, the composite should be divided into separately numbered figures.

b. Tables

Each table in a document must have a unique number and title. Table numbers should be in Arabic numerals and be assigned in the order in which the tables are referenced in the text. The numbers are normally consecutive through the document, but in large documents they may reflect the number of the section or chapter of which they are part ("Table 1 1", "Table 1 2", and so on). The word "Table" and its number are followed by 2 spaces and the title. No period follows the title unless explanatory text is part of the title block.

The title of each table must be unique, succinct, and informative; it should be a phrase, not a sentence, but the phrase should be capitalized in sentence-style. The title is placed above the table. The title should not be a list of the column headings of the table; it preferably specifies a category or class that encompasses the variables in the table. Terms in the title should correspond to those used in the text, and if abbreviations are used, they should have been introduced in the text before being used in a table title.

The table number and title may be in a bold face or not, and may be placed flush with the table's left edge or centered on the table. About 0.6 cm (0.25 inch; 1.5 picas) should separate the last line of the table title from the 1st horizontal rule of the table.

Column headings (also called "heads" or "boxheads") identify the entries in the columns of the table; each column of a table, including the stub, must have a heading. Columns and their headings often (but not always) are used to display the dependent variable being presented in the table, so that like data are compared down the columns.

A heading consists of a word or short phrase descriptive of the entries in the column, followed (if needed) by the appropriate units set within parentheses. Sentence-style capitalization is used for the headings. Occasionally a column will not need a descriptive word or phrase and the heading will consist solely of a unit designation; in such cases, the unit is not enclosed in parentheses.

2. If figures and tables are at the end of text

a. Figures and graphs

A figure legend shall be placed on a separate page from the figure and positioned so that the legend faces the figure. Only the legend page is numbered, with the page number placed at the bottom center of the legend page.

b. Tables

Text material should not duplicate that in tables. Each table should be on a separate sheet. Each should have a short but ample description enabling the reader to understand the table without reference to the text. Multi-page tables are to be avoided when possible.

K. Full-page tables, charts, graphs, photographs, plates, etc.

Full-page tables, charts, graphs and other non-text material require the same margins as typewritten pages. There are several methods of including over-size material: submit pages to be folded and inserted by the Library, indicating the appropriate page number; fold the material and request that it be placed in a pocket in the back of the thesis; or have the material photographically or xerographically reduced. If necessary, wide tables, charts, and figures can be placed sideways. Figures may be embodied in the text or take up a full page. Each figure or table must be numbered and should have a caption. With full page figures, this can be done on the facing caption page. Such a caption page must be the mirror image of a normal page, i.e., the wider margin is on the right. The caption itself should be centered and should always be on a page by itself, not on the back of a preceding page.

Photographs may be included in the thesis. There are two options for including photographs in your thesis.

1. All photographs must be printed on paper size eight and one half inches by eleven inches. The print should be printed on the top of the page so that there is one and three quarters inches left hand margin, a one inch right hand margin, a one and one half inch bottom margin, and a one inch top margin. A size five by seven photograph printed

onto a size eight and one half inch by eleven inch size paper will accommodate the margin requirements.

2. Photographs may be color photocopied onto paper which is eight and one half inches by eleven inches with a one and three quarters inch left hand margin, a one inch right hand margin, a one and one half inch bottom margin, and a one inch top margin.

L. Published material

As the author of the thesis manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond "fair use," is with the written permission of the copyright owner. (See the *Chicago Manual of Style* for an explanation of "fair use.")

With the approval of the thesis committee, your own published material may be accepted as all or part of the Master's thesis, where the publication or publications represent research or scholarship comparable in scope and contribution to that portion of the standard thesis they are intended to replace, and where the published material is substantially the product of the candidate's period of graduate study while in the Environmental Studies Program. There should be an introduction showing the historical development, methods used, and results which would be helpful to others.

If your own published material lists a co-author, and if the co-author is listed by reason of having directed and supervised the research which serves as the basis of the thesis, only the candidate's name is listed as the author in the preliminary pages. The acknowledgment page should state, "The text of this thesis includes reprint [s] of the following previously published material: [give full publication information here]. The co-author listed in this publication directed and supervised the research which forms the basis for the thesis." If your own published material approved for submission has co-authors other than the research director, the candidate must submit letters to the Graduate Studies Office from the co-authors and copyright holders giving their approval for the material to be used. A detailed statement of the contribution by the candidate to all multi-authored publications must be included in the acknowledgment.

If your own published material is approved by the thesis committee for submission as a part or whole of the thesis or thesis, a memorandum stating this and approving the student's acknowledgement statement must be submitted by the committee chair to the Dean of Graduate Studies. The pages of the published material must have the same margins and type of paper as specified for the thesis which may necessitate reduction of the material. Note that enlargement of the materials to meet standard margin requirements is not needed. When using reprints, page numbers of the reprint should be removed and replaced with numbers corresponding to the position of the reprint within the thesis. Each chapter may have an abstract of its own, but in any event there must be a general abstract covering the entire Thesis.

DETAILS OF MANUSCRIPT PAGES

A. Overview

Each of the following pages must conform to the following criteria. In all cases, the instructions in the *Graduate School Thesis Manual A Guide for Graduate Students* (updated November 2007) take precedence over any instructions contained herein.

B. Title And Approval Page: (see back page for sample)

The instructions listed below were taken from the *Graduate School Thesis Manual A Guide for Graduate Students* (updated November 2007).

1. Margins for the title page are 1.5 inches on the left and 1 inch on the right, top and bottom. All text from the Title through the words “**THE GRADUATE SCHOOL OF THE COLLEGE OF CHARLESTON**” (instructions 3 through 12 below) are centered on the page. The words “**Approved by**” and all signatures (instruction 13 below) are left justified.

2. The Font should be a “Roman” font such as Times New Roman, in either 11-point or 12-point size – all bold.

3. The **THESIS TITLE** should be in all caps and in bold.

4. Two spaces down from the title, the phrase “**A thesis submitted in partial fulfillment of the requirements for the degree**” should be written in bold upper and lower case.

5. Two spaces down from the phrase in #4 above, place the title of the degree (e.g. **MASTER OF SCIENCE**) in all caps, bold.

6. Two spaces down from the name of the degree write the word “**in**” in bold.

7. Two spaces down from the word “in” write the name of the program (e.g. **ENVIRONMENTAL STUDIES**) in all caps, bold.

8. Two spaces down from the program title write the word “**by**” in bold.

9. Two spaces down from the word “by” write the full name of the thesis author, (e.g. **FREDERICK ALLEN SMERTZ**) all caps, bold.

10. One space down from the author’s name, write the month and year of the submission (e.g., **APRIL 2008**) with the month in all caps, bold.

11. Two spaces down from the date write “**at**” in bold.

12. Two spaces down from the word “at” write **THE GRADUATE SCHOOL OF THE COLLEGE OF CHARLESTON**, in all caps, bold. **Note: if the degree was in a joint program the name of the other school must appear below the College’s name in all caps as well. (See sample title page.)**

13. The “Approved by” lines should have a line for a signature in which the name of each of the thesis committee members and the Dean of the Graduate School entered below the line in 8-point type and signatures above the line.

There should be two lines between the typed name of the committee member and the next signature. The words “**Approved by**” should be in bold.

C. Abstract

A thesis abstract is a succinct and precise statement of the focus of the study, the research methods used, the major findings (key results) and conclusions. It can also state the implications of the research to the field of study. It is important that the abstract maintain its focus on the study itself in order to aid future researchers who may review

the abstract as a resource for their own study. The abstract should be between 100-300 words and should be well organized so that that it will easily guide a reader in the essentials of the work undertaken. The abstract follows immediately after the title page of the thesis. The instructions listed below were taken from the Graduate School *Thesis Manual A Guide for Graduate Students* (updated November 2007).

1 Margins and paper for the abstract page are the same as for all pages of the thesis.

2 The font should be a “Roman” font such as Times New Roman, in either an 11-point or a 12- point size for the title and other headers, but can be 10-point for the abstract text if needed.

3 The word “**ABSTRACT**” (all caps and bold) should appear two lines down from the margin and centered on the page.

4 Two spaces down from the word “Abstract” the Title of the thesis should appear in bold/all caps – single space the title if it is longer than one line. Center the title.

5 One space down from the title the phrase “**A thesis submitted in partial fulfillment of the requirements for the degree**” should be written in bold upper and lower case and centered.

6 Two spaces down from the phrase in #5 above, place the title of the degree (e.g. **MASTER OF SCIENCE**) in all caps, bold, and centered.

7 One space down from the name of the degree write the word “**in**” in bold and centered.

8 One space down from the word “in” write the name of the program (e.g. **ENVIRONMENTAL STUDIES**) in all caps, bold, and centered.

9 One space down from the program title write the word “**by**” in bold and centered.

10 One space down from the word “by” write the full name of the thesis author, all caps, bold and centered.

11 One space down from the author’s name, write the month and year of the submission (e.g., **APRIL 2008**) with the month in all caps, bold and centered.

12 One space down from the date write “**at** ” in bold and centered.

13 Two spaces down from the word “at ” write **THE GRADUATE SCHOOL OF THE COLLEGE OF CHARLESTON**, in all caps, bold. **Note: if the degree was in a joint program the name of the other school must appear below the College’s name in all**

caps as well. (See sample title page.)

14 Begin the abstract itself two spaces down from the school name. There should be 1.5 spaces between text lines, and be contained on one page; as previously stated between 100-300 words, and be in 11-point or 12-point Roman font. Use 10-point Roman font only if needed.

C. Copyright Page

This page should contain your copyright information should you decided to copyright your thesis. You should discuss the nature of your work and your future plans for publishing your thesis with your thesis advisor. An example copyright page is included at the end of this section. This page will be blank if you do not wish to copyright your thesis.

D. Acknowledgements Page

If you wish you may include a page with a brief note of dedication or acknowledgement of help received from particular persons. (See Section 11 under Preparation of Final Copies, Published Material regarding acknowledgement for published material).

E. List of Figures

1. The words “List of Figures” will be centered at the top of the page.
2. One space down from the “List of Figures” appears the word “Figure” on the left margin and the word “Page” on the right margin.
3. One space down from the words “Figure” and “Page” appears the description of the first figure. Directly under the word “Figure” is the number “1.”, followed by two spaces, followed by a description of the figure, followed by “. . .’s” until the right margin is reached, followed by the page number where the figure appears. Use single spacing for the figure description should you need more than one line.
4. One (double) space down is the number, description and page number of the next figure. Repeat this step until all figures are listed.

F. List of Tables

1. The words “List of Tables” will be centered at the top of the page.
2. One space down from the “List of Tables” appears the word “Table” on the left margin and the word “Page” on the right margin.
3. One space down from the words “Table” and “Page” is the title of the first table. Directly under the word “Table” is the number “1.”, followed by two spaces, followed by a title of the table, followed by “. . .’s” until the right margin is reached, followed by the page number where the table appears. Use single spacing for the table description should you need more than one line.
4. One (double) space down is the number, description and page number of the next table. Repeat this step until all tables are listed.

G. TEXT:

The text of the thesis follows at this point. Its first page, typically the first page of either an introduction or a first chapter, will be numbered 1 in Arabic numerals.

1. Introduction

The purpose of the Introduction is to introduce the reader to the problem. The Introduction is a concise statement of the problem and an outline of the scope, aim, and nature of the research. It should also include a review of the literature pertinent to the subject.

2. Materials and Methods

The purpose of the Materials and Methods is to recount, in a concise manner, the materials and methods employed in the research. It should also include sufficient information so that the study could be repeated. All units of measurement shall be expressed in SI units. An excellent reference is the ASTM Standard for Metric Practice, a comprehensive guide for the application of the Systeme International d'Unites (SI). ASTM Standard E 380-82.42 p. ASTM Publ. Code No. 06503808-41. ASTM, 1916 Race Street, Philadelphia, Pennsylvania. Note especially the SI requirements: (1) use the terms mass or force instead of weight; (2) when one unit appears in the denominator, use the

solidus, g/m²; (3) when two or more units appear in the denominator, use negative exponents. e.g., m⁻² d⁻¹.

Care should be exercised not to include superfluous information. Also, extreme caution must be used to avoid including results and/or conclusions. Specimens or data deposited in a museum or library should be cited here.

3. Results

The Results reflect the findings of the student's investigation only, not the findings of other researchers in the area. This is a summarized form of extensive data that may appear in the figures, tables and/or appendices.

4. Discussion

The Discussion section is for an analysis of the data acquired. In this section, the student may draw comparisons with findings of other researchers in the field or even speculate to some degree and, if appropriate, suggest additional research.

5. Summary or Conclusion

The Summary or Conclusion is a final brief statement which draws together the objectives and findings of the entire research project. Care should be exercised to draw conclusions pertinent to the problem and to avoid personal bias.

H. Literature Cited

The style and format of this section will ordinarily depend on the practice of the journal to which the paper based on the thesis is submitted. See Style suggestion section. In general, the guidelines of the CBE Style Manual should be followed.

I. Figures (optional use if figures inserted after text)

A figure legend shall be placed on a separate page from the figure and positioned so that the legend faces the figure. Only the legend page is numbered, with the page number placed at the bottom center of the legend page.

J. Tables (optional use if tables inserted after text)

Text material should not duplicate that in tables. Each table should be on a separate sheet. Each should have a short but ample description enabling the reader to understand the table without reference to the text. Multi-page tables are to be avoided when possible.

K. Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material are data sheets, questionnaire samples, illustrations, maps, charts, etc. If the appended data includes oversize illustrations or maps, several alternative methods of inclusion are available. (See section dealing with Photographs, Plates, Tables, Etc.).

L. Footnotes and Endnotes

The placement of citations is a matter of preference which you should discuss with your advisors. Footnotes may be placed at the bottom of the pages and endnotes at the end of the chapter or at the end of the text preceding the bibliography.

STYLE AND FORMAT SUGGESTIONS FOR CITED LITERATURE

A. Introduction

The following suggestions are just that; suggestions. You should determine what style and formatting your target journal is and use the instructions provided by the editor to format your citations. Work closely with your Thesis Advisor to ensure that you do not have to rewrite your "Literature Cited" section. Be precise the first time you write a citation. You will save valuable time in the long run.

B. Text citations

Text citations typically give the last name of the author or authors and the year of publication within parentheses:

(Smith 1993).

If the quotation or idea you are using comes from a specific page in your source, you should indicate that:

(Smith 1982, p 73)

If you mention the name of the author in the text, then only the year belongs in parentheses:

Smith's sequence of studies (1958, 1963a, 1963b, 1967). . . .

Same author, different years: Place the years in chronological order:

Smith's sequence of studies (1958, 1967). . . .

Same author, same year: Distinguish by lower-case letters, with "a" first, "b" next, and so forth:

Smith's sequence of studies (1958, 1963a, 1963b, 1967). . . .

Authors with Same Last Name, Same Year: Give each author's initials; order alphabetically:

The most recent work (Dawson GL 1986; Dawson WM 1986). . . .

Two Authors: Give both names, separated by "and":

(Dawson and Briggs 1986)

Three or More Authors: Give the first author's name followed by "and others" and the year:

(Dawson and others 1987)

If the names of the first author(s) and years are identical in several references, add enough author names to eliminate ambiguity:

(Smith, Jones, and others 1990) (Smith, Jones, Thomas, and others 1990)

Multiple Citations

Sequence from earliest to latest; sequence those published in same year alphabetically by author name; separate studies by semicolon:

A number of studies (Dawson and Briggs 1974; Dawson and Jones 1974; Smith AL 1978; Smith GT 1978; Smith and others 1978; Tyndall and others 1978; Zymgomoski 1978; Brown 1980) have established. . . .

Secondary Citations

Secondary citations refer to material that you have not seen in its original form but rather have obtained from another document that cited the original source. Give the original author's name and year, followed by "cited in" and the source name and year:

The original description (Powell 1858, cited in Forbes 1872). . . .

Unpublished Material

(personal communications, oral presentations)

C. The Reference List

A reference list at the end of the document (headed "References" or "Cited References") is ordered according to the numbers assigned to the references in the text. References other than text citations appear under other headings:

Documents you did not cite specifically but used as sources: list alphabetically by author under the heading "Additional References."

Book:

Voet D, Voet JG. Biochemistry. New York: J Wiley; 1990. 1223 p.

[**Note:** references for books have spaces after colon and semicolon separating city, publisher, date. Total pages (1223 p) given for whole book.]

Book, Volume with Separate Title:

Cajori F. A history of mathematical notations. Volume 2, Notation mainly in higher mathematics. Chicago: Open Court; 1929.

[**Note:** no pages given for volume.]

Chapter/Article in Edited Book; Edition:

Kuret JA, Murad F. Adenohypophyseal hormones and related substances. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. The pharmacological basis of therapeutics. 8th ed. New York: Pergamon; 1990. p 1334-60.

[**Note:** inclusive pages of chapter/article (p 1334-60) given.]

Journal Article, Single Author:

Holt WV. Epididymal origin of a coiled-tail sperm defect in a boar. J Reprod Fertil 1982;64:485-9.

[**Note:** references for articles have no spaces after semi-colon and colon separating date, volume, and page; no "p" for page.]

Journal Article, Two Authors; Discontinuous Pages:

Crews D, Gartska WR. The ecological physiology of the garter snake. Sci Am 1981;245:158-64, 166-8.

Journal Article, Three or More Authors:

Wildt DE, Monfort SL, Donoghue AM, Johnston LA, Howard JG. Embryogenesis in conservation biology--or, how to make an endangered species embryo. *Theriogenology* 1992;37:161-84.

Journal Article, Organization as Author:

Scandinavian Society for Clinical Chemistry and Clinical Physiology, Committee on Enzymes. Recommended method for the determination of γ -glutamyltransferase in blood. *Scand J Clin Lab Invest* 1976;36:119-25.

Chapter/Article in Edited Book; Edition:

Kuret JA, Murad F. Adenohypophyseal hormones and related substances. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon; 1990. p 1334-60.

[**Note:** inclusive pages of chapter/article (p 1334-60) given.]

Abstract

Mendez MF, Manon-Espaillet R, Lanska DJ, Burstine TH. Epilepsy and suicide attempts [abstract]. In: *American Academy of Neurology 41st annual meeting program*; 1989 Apr 13-19; Chicago. Cleveland (OH): Edgell Communications; 1989. p 295. Abstract nr PP369.

Thesis or Dissertation

Ritzmann RE. *The snapping mechanism of Alpheid shrimp* [dissertation]. Charlottesville (VA): University of Virginia; 1974. 59 p. Available from: University Microfilms, Ann Arbor, MI; AAD74-23.

Government Report

National Institutes of Health (US) [NIH]. Report of the Human Fetal Tissue Transplantation Panel, consultants to the Advisory Committee to the Director, NIH. Final report. Bethesda (MD): NIH; 1988 Dec. 2 volumes. Available from: NTIS, Springfield, VA; PB90-155268, PB90-155276.

Electronic Sources

(File Transfer Protocol) Sites

To cite files available for downloading via ftp, give the author's name (if known), the full title of the paper in quotation marks, the document date if known and if different from the date accessed, and the address of the ftp site along with the full path to follow to find the paper, and the date of access.

Bruckman, Amy. "Approaches to Managing Deviant Behavior in Virtual Communities." Apr. 1994. ftp: //ftp.media.mit.edu /pub/asb/papers/deviance-chi94.txt (4 Dec.1994).

WWW Sites (World Wide Web)

To cite files available for viewing/downloading via the World Wide Web, give the author's name (if known), the full title of the work in quotation marks, the title of the complete work if applicable in italics, the document date if known and if different from the date accessed, the full http address, and the date of visit.

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *The MUDdex*. 1993. <http://www.apocalypse.org/pub/u/lpb/muddex/essay/> (5 Dec. 1994).

Telnet Sites

List the author's name or alias (if known), the title of the work (if shown) in quotation marks, the title of the full work if applicable in italics, the document date if known and if different from the date accessed, and the complete telnet address, along with directions to access the publication, along with the date of visit.

traci (#377). "DaedalusMOO Purpose Statement." *DaedalusMOO*. <telnet://daedalus.com:7777>, help purpose (30 Apr. 1996).

GOPHER Sites

For information found using gopher search protocols, list the author's name (if known), the title of the paper in quotation marks, the date of publication if known and if different from the date accessed, any print publication information, and the gopher search path followed to access the information, including the date that the file was accessed.

"The Netoric Project." <gopher://kairos.daedalus.com:70/00ftp%3APub%3AACW%3ANETORIC%3A-Welcome->(13 Jan. 1996).

Email, Listserv, and Newsgroup Citations

Give the author's name or alias (if known), the subject line from the posting in quotation marks, the date of the message if different from the date accessed, and the address of the listserv or newsgroup, along with the date of access in parentheses. For personal email listings, omit the email address.

Bruckman, Amy S. "MOOSE Crossing Proposal." mediamoo@media.mit.edu (20 Dec. 1994).

Seabrook, Richard H. C. "Community and Progress." cybermind@jefferson.village.virginia.edu (22 Jan. 1994).

Thomson, Barry. "Virtual Reality." Personal email (25 Jan. 1995).

Publications on CD-ROM, Diskette, or Magnetic Tapes

List the author's name, last name first, followed by the title of the article in quotation marks and the title of the publication in italics, any version or edition numbers, series name, if applicable, and the publication information, if available.

Zieger, Herman E. "Aldehyde." *The Software Toolworks Multimedia Encyclopedia*. Vers. 1.5. Software Toolworks. Boston: Grolier, 1992.

D. Handling Quoted Material

Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks ("").

Long quotations of 40 or more words are displayed in a double-spaced block of typewritten lines with no quotation marks. The APA suggests that you do not single space; however, some instructors will require that indented quotations be single-spaced, especially when quoting poetry, which loses some of its formal characteristics when double-spaced. Check with your instructor before single-spacing quotations. Indent five spaces from the left margin and type the entire quotation on the indented margin without the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces from the already indented margin, i.e. ten spaces from the left margin.

If you have a quotation within a block quotation, enclose it in double (") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks (').

Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (. . .). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods (. . .) (? . . .) (! . . .).

When a period or comma occurs with closing quotation marks, place the period or comma within the quotation mark. Put other punctuation outside quotation marks unless it is part of the quoted material.

**THE NEGATIVE IMPACT ON HUMANS BY THE INTRODUCTION OF
Deinonychus antirrhopus (AN EXOTIC SPECIES) ON THE PENINSULA OF
CHARLESTON, SOUTH CAROLINA**

A thesis submitted in partial fulfillment of the requirements for the degree

MASTER OF SCIENCE

in

ENVIRONMENTAL STUDIES

by

**ALLEN KEM FRONABARGER
JUNE 2008**

at

THE GRADUATE SCHOOL OF THE COLLEGE OF CHARLESTON

Approved by:

Dr. Mitchell Colgan, Thesis Advisor

Dr. Norman Levine

Dr. Martin Jones

Professor Lindeke Mills

Dr. Amy T. McCandless, Dean of the Graduate School

ABSTRACT

**THE NEGATIVE IMPACT ON HUMANS BY THE INTRODUCTION OF
Deinonychus antirrhopus (AN EXOTIC SPECIES) ON THE PENINSULA OF
CHARLESTON, SOUTH CAROLINA**

A thesis submitted in partial fulfillment of the requirements for the degree

MASTER OF SCIENCE

in

ENVIRONMENTAL STUDIES

by

ALLEN KEM FRONABARGER

JULY 2008

at

THE GRADUATE SCHOOL OF THE COLLEGE OF CHARLESTON

The population of humans (*Homo sapiens*) has been mysteriously decreasing since the accidental introduction of a fertile pair *Deinonychus antirrhopus* pets that escaped from a container ship off the coast of Charleston, South Carolina. The objective of this research is to determine the relationship of the change in population of humans and *D. antirrhopus* on the peninsula of Charleston. Spot species counts were conducted for both animals using a randomized grid system on the Charleston peninsula during the summer of 2007. Preliminary results indicate that as the population of *D. antirrhopus* increases, the population of *H. sapiens* decreases. Furthermore, cluster analysis suggests that predation of *H. sapiens* is largest near nesting locations of *D. antirrhopus*. Geographic Information System (GIS) maps were produced to show the population densities, changes in density with time and migration habits of both species. Results suggest that relocating *D. antirrhopus* to a jungle theme park in the Pacific may alleviate the problem.

Copyright © by

Allen Kem Fronabarger

2008

28

ACKNOWLEDGEMENTS

This is the place to acknowledge your family, your committee, your advisor, your friends, companies, organizations and people who provided special help and anyone else who made your thesis possible.

Use of special copyright materials, acknowledgements of co-authors, *etc.* should also be included in your acknowledgements.

Your acknowledgements may, but should not exceed one page.

TABLE OF CONTENTS

	Page
ABSTRACT	
ACKNOWLEDGEMENTS	
LIST OF FIGURES	
LIST OF TABLES	
INTRODUCTION	
Objectives	
Previous Work	
Location of Study Area	
METHODOLOGY	
First Subheading	
Second Subheading	
Third Subheading	
First Subheading	
RESULTS	
DISCUSSION	
CONCLUSIONS	
LITERATURE CITED	
FIGURES	
TABLES	
APPENDIX A, FIRST APPENDIX CITED IN TEXT	
APPENDIX B, SECOND APPENDIX CITED IN TEXT	
FOOTNOTES	

LIST OF FIGURES

Figure	Page
1. A map of the Peninsula of Charleston showing the locations of <i>Deinonychus antirrhopus</i> (Smith, 2006, p. 6).....	1
2. <i>Deinonychus antirrhopus</i> in attack position.....	3
3. Photo of <i>Homo sapiens</i> being predated.....	12
4. Dendogram of nesting localities.....	45
5. Pie Chart showing the change in population size during 2007.....	48
6. Graph of predation characteristics.....	64

LIST OF TABLES

Table

1. Number of eggs in six different nesting sites
2. *Deinonychus antirrhopus* claw lengths.....
3. Correlation coefficients using factor analysis.....
4. Number of housing sites near nests.....
5. Hair thickness of predated *Homo sapiens*.....
6. Table of predation characteristics.....

INTRODUCTION

The Introduction is your first chapter. The purpose of the Introduction is to introduce the reader to the problem. The Introduction is a concise statement of the problem and an outline of the scope, aim, and nature of the research. It should also include a review of the literature pertinent to the subject.

Your introduction should lead the reader by the hand and allow him or her to understand what problem you are solving and how you are solving it. It should lead the reader into the thesis. Note that each new chapter is two inches from the top of the page, capitalized, bold and centered. The Introduction starts on page 1 of your thesis.

MATERIALS AND METHODS

The purpose of the Materials and Methods is to recount, in a concise manner, the materials and methods employed in the research. It should also include sufficient information so that the study could be repeated. Unless expressly permitted by your committee, all units of measurement shall be expressed in SI units. An excellent reference is the ASTM Standard for Metric Practice, a comprehensive guide for the application of the Systeme International d'Unites (SI). ASTM Standard E 380-82.42 p. ASTM Publ. Code No. 06503808-41. ASTM, 1916 Race Street, Philadelphia, Pennsylvania. Note especially the SI requirements: (1) use the terms mass or force instead of weight; (2) when one unit appears in the denominator, use the solidus, g/m^2 ; (3) when two or more units appear in the denominator, use negative exponents. e.g., m^{-2} d^{-1} .

Care should be exercised not to include superfluous information. Also, extreme caution must be used to avoid including results and/or conclusions. Specimens or data deposited in a museum or library should be cited here.

First Subheading

Subheadings are used to divide a chapter in to discreet sections. Each subhead should be distinctly different from the others. For example the 1st subhead of this chapter is flush left, capitalized and lower case letters, and bold.

Second Subheading

The 2nd subheading is indented, capitalized and lower case letters, and not bold. Thus, it looks different from the 1st subheading. All subheadings should meet the criteria

of the journal that the thesis is intended for. Consult with your Thesis Advisor for further help.

RESULTS

The results reflect the findings of the student's investigation only, not the findings of other researchers in the area. This is a summarized form of extensive data that may appear in the figures, tables and/or appendices.

Care must be taken to include only results in this section. Do not include interpretation here. You will interpret your data in the next chapter.

DISCUSSION

The Discussion section is for an analysis of the data acquired. In this section, the student may draw comparisons with findings of other researchers in the field or even speculate to some degree and, if appropriate, suggest additional research. It is in this chapter that you will interpret the data you presented in the previous chapter.

SUMMARY OR CONCLUSIONS

Some authors prefer to title this chapter “Summary,” while others prefer to call it “Conclusions.” When in doubt, consult your Thesis Advisor.

The Summary or Conclusion is a final brief statement which draws together the objectives and findings of the entire research project. Care should be exercised to draw conclusions pertinent to the problem and to avoid personal bias.

LITERATURE CITED

Literature cited includes only the literature that you actually reference in your thesis. Do not include citations that are not mentioned in the text. Be sure to include all citations that appear in the figure captions and table headings.

The style and format of this section will ordinarily depend on the practice of the journal to which the paper based on the thesis is submitted. See Style suggestion section. In general, the guidelines of the CBE Style Manual should be followed.

OTHER CHAPTERS

Several other chapters may be added to your thesis as needed. Some possible chapters are included here.

Figures (optional use if figures are inserted after the text)

A figure legend shall be placed on a separate page from the figure and positioned so that the legend faces the figure. Only the legend page is numbered, with the page number placed at the bottom center of the legend page.

Tables (optional use if tables are inserted after the text)

Text material should not duplicate that in tables. Each table should be on a separate sheet. Each should have a short but ample description enabling the reader to understand the table without reference to the text. Multi-page tables are to be avoided when possible.

Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material are data sheets, questionnaire samples, illustrations, maps, charts, etc. If the appended data should include oversize illustrations or maps several alternative methods of inclusion are available. (See section dealing with Photographs, Plates, Tables, *etc.*).

Footnotes

The placement of footnotes is a matter of preference which you should discuss with your advisors. Footnotes may be placed at the bottom of the pages, at the end of the chapter, or at the end of the text preceding the bibliography.