

# Institute of Applied Economics

## Information for Students Regarding Preparation and Filing of a Thesis \*

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## Registration

- You must remain enrolled in AECO 5950 for at least 3 credit hours during each long semester until you graduate. (Enrollment in summer varies; see Graduate Catalog.)
  - You can only count 6 hours of AECO 5950 toward your degree.
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## Research and Writing

- Think about areas of study that you find interesting.
  - Schedule a meeting with Dr. Clower to discuss your topic ideas and form your Thesis Committee.
  - After your Thesis Committee approves your topic, begin your research and data gathering.
  - If your topic involves direct contact with people you must get permission from the Institutional Review Board. This includes mail surveys and phone surveys.
  - If in doubt, discuss this with your Thesis Committee chair **before** proceeding.
  - Consult with your Thesis Committee chair regularly during the research and writing phase.
  - When appropriate, submit chapters or partial chapters of your thesis for comment and feedback.
  - When the professor returns your written work with comments, make **all** corrections or revisions prior to resubmission.
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\* This document is only for students writing a Thesis. If you choose to write a Problem in Lieu of Thesis, please see department information for students writing a Problem in Lieu of Thesis.

# The Written Paper

- Required Sections
    - Abstract
    - Title Page
    - Table of Contents
    - Body of Text
    - References
  - Optional Sections
    - List of Tables
    - List of Illustrations
    - Copyright Notice
    - Acknowledgements
    - Appendix
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## Formatting

You **must** follow 2 formatting guides:

- The Institute of Applied Economics uses the **Publication Manual of the American Psychological Association (5th Edition)** (APA 5th) style manual for formatting.
  - APA 5th costs \$20-\$25.
  - Use APA 5th for formatting tables, references, citations, etc., in your thesis.:
- The Graduate School requires that all papers conform to their guidelines: “Preparation and Filing of Dissertations, Theses, and Problems in Lieu of Thesis in the Toulouse School of Graduate Studies.”
  - “Preparation and Filing of Dissertations, Theses, and Problems in Lieu of Thesis in the Toulouse School of Graduate Studies” is available for downloading from the Graduate School’s website at <http://www.tsgs.unt.edu> (click the Theses, Dissertations, and Graduation link).
  - Sample pages at the end of the manual provide additional help, especially on how a page should “look.”
  - Use Grad School Guidelines for margin requirements, chapter division, headings and subheadings, page numbering, and font style and size.
- Remember, you must follow **both** the APA formatting **and** the Graduate School guidelines when preparing your thesis.
- If the Graduate School guidelines and APA conflict, then the Graduate School guidelines overrule APA.
- If in doubt, contact the Graduate Reader for clarification.
- Papers that do not conform to APA style **will not** be approved for filing with the Graduate School.
- While we do not strictly monitor your compliance with Graduate School guidelines, papers containing glaring non-compliance will not be approved.

- For help with formatting, typing, or editing your paper, the Graduate School maintains a list of typists and editors. That list can be found at:  
[http://www.tsgs.unt.edu/graduation\\_process/index.htm](http://www.tsgs.unt.edu/graduation_process/index.htm)
  - UNT has a Writing Center that is available to all UNT students. While they will not edit a specific document for you, they do offer help with basic grammar and writing skills. For more information:
    - Call: 940-565-2563
    - Visit: Auditorium Building 105
    - Visit: <http://www.unt.edu/writinglab/>
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## Deadlines

- Department Deadlines
    - You must meet department deadlines in order to meet Graduate School Deadlines.
  - Graduate School Deadlines
    - You must meet Graduate School Deadlines in order to graduate during that semester.
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## Department Deadlines

<i>Planned Graduation</i>	<i>Draft Due By*</i>	<i>Thesis Defense Meeting By*</i>
Spring Semester	February 15	March 1
Summer Semester	May 25	June 10
Fall Semester	September 15	October 1

\*If one of these dates falls on a weekend, then the due date moves to the next business day.

## Draft

- By the Draft Deadline, you must provide each committee member with a draft of your paper that includes the following:
  - Abstract
  - Body of paper that includes all sections, such as:
    - Introduction
    - Literature Review
    - Research Methods
    - Research Findings
    - Conclusion
  - Appendix (if needed)
  - References

- Your draft should be submitted both on paper and in electronic format (either on disk, CD, or by e-mail attachment) to your committee chair. (You may just give a printed copy of your Thesis to other committee members.)
- Your Thesis Committee members will now:
  - Review your paper.
  - Contact you to discuss revisions needed to your paper.
- You must now address all concerns of the committee before your Thesis Defense Meeting.

## Thesis Defense Meeting

- It is your responsibility to contact each member of your Thesis Committee and schedule your Thesis Defense Meeting before the above deadline.
- One week before the Thesis Defense Meeting date, you must provide all committee members with a final paper that
  - incorporates all previously marked revisions;
  - is formatted to APA style; and
  - conforms to Graduate School Guidelines.
- Your final paper should be submitted both on paper and in electronic format (either on disk, CD, or by e-mail attachment) to your committee chair and in paper format to other committee members.
- This final paper must be complete and include:
  - Abstract
  - Title Page
  - Table of Contents
  - Body of Paper (with all necessary sections)
  - References
  - Any optional sections that you plan to incorporate into your paper (Appendix, List of Tables, List of Figures, etc.)
- Failure to turn in EVERYTHING prior to the Thesis Defense Meeting means that your graduation will be delayed.
- At your Thesis Defense Meeting, your committee will ask questions about your Thesis and will expect you to be able to intelligently discuss the subject matter of your thesis.
- You will be notified of the results of your Thesis Defense within seven (7) days of the meeting.
- After you have successfully defended your Thesis and your paper is in final form:
  - Your abstract will be initialed by the Thesis Committee Chair and given to you for filing with the Graduate School.

- Your Comprehensive Exam and Thesis Defense Form\* will be signed by the department and forwarded to the Dean’s Office for signature.

\*Your paper needs to be approved by your committee by the Friday before the Graduate School’s Deadline in order to guarantee that all paperwork will be signed and filed by the Graduate School’s Deadline.

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## Graduate School Deadlines

- There are 3 deadlines per semester:
  - Filing for Graduation
  - Filing Thesis approved by Thesis Committee
  - Filing Thesis revised per Graduate Reader’s instructions
- Deadlines are published in:
  - Academic Calendar of Events
  - Schedule of Classes
  - Graduate School’s Website: <http://www.tsgs.unt.edu>
  - AECO Website: <http://www.unt.edu/aeco>

## Filing for Graduation

- There are 2 deadlines for filing for graduation:
  - Deadline for filing without a late fee
  - Deadline for filing with \$25 late fee. This is the absolute last chance to file to graduate during a specific semester.
- Application packets are available from the Graduate School:
  - You can pick up a graduation packet in person from them in the Eagle Student Services Building Room 354.
  - You can call them at 940-565-2383 and request that they mail the graduation packet to you.
- Graduation Application Fees:
  - Thesis: \$65-\$110 depending on copyright needs
  - Late Fee: \$25 (if you file after the first deadline)
- Any questions about applying for graduation should be directed to the Graduate School.
- Papers needed to apply for graduation:
  - Graduation Application
  - UNT Graduating Student Survey
  - Pro/Quest/UMI Agreement

- Copy of receipt showing that you paid the graduation fees
- Copy of filed degree plan\*
  - ✓ Has your degree plan been filed?
  - ✓ Do you have a copy of your filed degree plan?
  - ✓ Is your filed degree plan accurate?
- \*See Lisa for a copy of your filed degree plan.
- The graduation application and forms that you receive from the Grad School are given to you in an envelope that you will use to file your final and approved Thesis.
- Keep this envelope and the remaining forms in a safe place until your Thesis is approved by the department for filing with the Grad School.

## Paper Deadlines

- The Graduate School sets **two (2)** paper deadlines per semester.
- You must meet the 1st paper deadline for the 2nd deadline to apply to you.
- The paper deadlines change every semester, but the first deadline is approximately three weeks after our department final deadline.

## Filing Your Thesis with the Graduate School

- By the **1st** Grad School deadline, you must deliver your filing envelope containing:
  - Abstract initialed by Thesis Committee Chair (department requirement)
  - Paper printout of your document
  - Disk containing:
    - Document in pdf format;
    - Abstract in pdf format; and
    - Abstract in word processor format.
  - All forms required by Grad School:
    - Electronic Submission Form
    - Copyright permission letters (if applicable)
    - Comprehensive Exam and Thesis Defense Form\*
      - o This form must be signed by your Thesis Committee Dr. Clower, Dr. Weinstein, and Dean Evenson.
      - o You must allow several days for obtaining the Dean's signature.
- \*This form is sent directly to us by the Grad School. You do not have this form.
- Once you meet the 1st Grad School deadline, you begin dealing directly with the Graduate School:
  - Within a few weeks, the Graduate Reader will contact you about any problems found with your submission.
  - You must address all problems identified and resubmit your paper to the Grad School by the **2nd** deadline.

## Important Dates

- Please visit one of the following websites for up-to-date graduation deadlines:
    - UNT Graduate School: [http://tsgs.unt.edu/graduation\\_process/index.htm](http://tsgs.unt.edu/graduation_process/index.htm)
    - Institute of Applied Economics: <http://www.unt.edu/aeco/graduationdeadlines.htm>
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## Helpful Websites

- Toulouse School of Graduate Studies: <http://www.tsgs.unt.edu/>
- Institute of Applied Economics: <http://www.unt.edu/aeco/>
- UNT Academic Calendars: <http://www.unt.edu/catalogs/catsched.htm>
- APA Style: <http://www.apastyle.org/>