

COLLEGE OF LIBERAL ARTS and SCIENCES WAYNE STATE UNIVERSITY

GUIDELINES FOR THE MASTER'S ESSAY

The essay is a scholarly paper written in partial fulfillment of the requirements for the Masters degree under the Plan "B" option. As such, it should be well organized and carefully developed. Students planning to write an essay should consult with their advisors. An advisor's approval of both the topic and a preliminary outline of the essay should be obtained before proceeding further.

FORMAT

There is no prescribed format for the text of the Masters Essay. A list of departmental style preferences is on the last page of these guidelines. The essay should be arranged as shown on page 2. *The format for the Title Page is given on page 3.*

TYPING AND PAPER

The essay should be typewritten and double-spaced except for footnotes and extended quotations. Only one side of a sheet of paper should be used per page. The essay should be typed in one color throughout, preferably black. Any standard typewriter type, word processing type, or computer type is acceptable. Paper should be white. Standard 8 1/2 x 11 bond paper is preferred unless computer paper of the same size is used. The original copy should not be submitted on Xerox or copy paper. Pages should be numbered consecutively and each new chapter should start on a new page. Copies of photographs or slides are acceptable as long as they are clear and recognizable. Neat corrections using white out are acceptable. Mathematical formulas that cannot be typed should be completed in black ink. Penciled formulas are not acceptable.

SUBMISSION OF ESSAYS AND DEADLINES

The original of the essay in final form, signed by the adviser, should be submitted to the College of Liberal Arts and Sciences Graduate Office, 2155 Old Main, **no later** than the deadline date established for the semester in which the student expects to graduate. The Graduate Office will issue deadline dates shortly after the beginning of each semester. **The essay should be in a two/three hole-punched Presstex binder. The binders are available at the WSU bookstore, Marwil's bookstore, and most stationary stores.**

PROOFREADING

Essays should be carefully proofread after all corrections suggested by the adviser have been made and before they are submitted to the Liberal Arts and Sciences Graduate Office. Manuscripts will be scanned to make sure they are generally free of spelling and typing errors and adhere to a consistent format. A manuscript that does not conform to acceptable standards will be returned to the student for correction. The student will then be allowed up to two additional weeks beyond the deadline to resubmit the essay to the Liberal Arts and Sciences Graduate Office.

ARRANGEMENT OF MATERIAL

TITLE PAGE
ACKNOWLEDGEMENT OR PREFACE (optional)
TABLE OF CONTENTS
LIST OF TABLES OR ILLUSTRATION
BODY OF TEXT
APPENDIX (optional)
BIBLIOGRAPHY OF REFERENCES
AUTOBIOGRAPHICAL STATEMENT (only if required by department)

REGISTRATION FOR ESSAY DIRECTION

Three hours of Masters Essay Direction (7999) are required for the degree. They may be taken in one semester or spread over two or three semesters. Students should try to organize their time so that their essay is completed by the time they have completed their third credit of Essay Direction.

Students should not register for Essay Direction until they have filed a Masters Plan of Work and been accepted into Candidate Masters status.

A student, who has completed all the elections stipulated on the Plan of Work including registration for the Essay Direction and received grades for all these elections except Essay Direction, will be required to register for at least one additional credit hour of Essay Direction during each semester that he/she uses Universities facilities or receives advisory services until such time as he/she:

- a. completes the requirements for the degree
- b. declares him/herself no longer a candidate for the degree; or
- c. exceeds the time limit allotted for securing the degree.

QUESTIONS RELATING TO THESE GUIDELINES OR TO GRADUATION REQUIREMENTS GENERALLY MAY BE DIRECTED TO THE LIBERAL ARTS and SCIENCES GRADUATE OFFICE, 2155 OLD MAIN, 577-5188.

SAMPLE TITLE SHEET FOR ESSAY

(center each heading)

(Title of Essay)

by

(name of person submitting essay)

AN ESSAY

Submitted to the College of Liberal Arts and Sciences,
Wayne State University,
Detroit, Michigan,
in partial fulfillment of the requirements
for the degree of

(FULL NAME OF DEGREE IN CAPITALS)

Date (May/August/December of graduation year)

MAJOR:

APPROVED BY:

Adviser Date

2nd Reader Date
(if necessary)

MAJOR (*DEPARTMENTAL*) STYLE PREFERENCES
COLLEGE OF LIBERAL ARTS and SCIENCES

Anthropology	American Anthropological Association
Audiology & Speech-Language Pathology	American Psychological Association Journal
Biological Sciences	Journal style of specific field
Chemistry	Handbook for Authors, American Chemical Society, 1978
Classics, Greek & Latin	Modern Language Association Handbook
Computer Science	Journal of the Association for Computer Machinery
Criminal Justice	APA
Economics	Journal of Macroeconomics
English/Comparative Literature	Modern Language Association Handbook
Geology	American Psychological Association (APA) Style Manual
German	Modern Language Association Handbook
History	Turabian (<i>new edition</i>)
Human Development	American Psychological Association (APA) Style Manual
Linguistics	Linguistics Society of American Style Sheet
Mathematics	American Mathematical Society Journal
Nutrition & Food Science	Journal of Nutrition, Journal of Food Science
Philosophy	Turabian (<i>new edition</i>)
Physics	American Institute of Physics Style Manual

Political Science

Turabian (new edition) with modification
(consult advisor)

Psychology

American Psychological Association (APA) Style
Manual

Romance Languages & Literature
(French, Italian & Spanish)

Modern Language Association Handbook

Sociology

American Sociological Association Journal