

**INSTRUCTIONS FOR THE PREPARATION OF  
A THESIS  
DEPARTMENT OF PHYSICAL EDUCATION, SPORT, AND HUMAN PERFORMANCE**

**To the Master of Science Degree Candidate**

This document contains the guidelines for writing a thesis. The purpose of the document is to provide MS in Sport and Fitness Administration (SPFA) advanced candidates with answers to questions frequently asked about the preparation of the thesis and to provide candidates with the framework on which to build their thesis projects.

The submission of the master's research thesis is the final step in completing degree requirements for the MS in SPFA degree. The written thesis is presented to the committee chair, two committee members, to the department chair, graduate coordinator for the COE, and finally to the Dean of the Graduate School for approval. Once all individuals involved in the process have approved the thesis and signed the Thesis Approval page, candidates will be given grades for PHED 695 and 696 – Thesis. The thesis will be made available for public use in the Dacus Library. The guidelines for the PESH Department are congruent with the University guidelines for thesis preparation.

**Composition of the Thesis Committee**

There are three members of the committee. The chair of the committee must be a full-time faculty member in the PESH Department with a terminal degree. The other two committee members should be members of Winthrop University graduate faculty. In special circumstances, one or more members may be from outside bodies if those prospective members bring substantial expertise or experience to the committee in the content area of the thesis. In such case, inclusion of the committee member would require approval of the Chair of the thesis committee and the Chair of the PESH Department. However, the majority of the members must be full-time faculty members and members of the graduate faculty.

Upon consultation with the advanced candidate, the PESH Department Chair will name a chair for the candidate's thesis Advisory Committee. The chair of the Advisory Committee will be a full-time faculty member with expertise in the candidate's research topic area and a full-time faculty member in the PESH Department. The candidate and the advisory chair will consult with the Department Chair on two additional members for the Advisory Committee. The form requesting an appointment of a thesis committee is included in the appendix of this document. (Appendix A)

**Proposal**

Once the Thesis Advising Committee has been named, the candidate will develop a thesis proposal under the guidance of the committee chair and the other two members of the committee. The thesis proposal consists of two chapters of the thesis. Complete guidelines for the development of a thesis proposal are available on the PESH Department website. Before any data can be collected, the candidate presents the proposal to the committee members for their comments and completes an Institutional Review Board Form (IRB) for the use of human subjects. All projects involving the use of human subjects must be approved by the Institutional Review Board. The IRB form is to be completed

with the supervision of the Thesis Committee. No data can be collected until the IRB committee has approved the study and use of human subjects. All forms, sample informed consent letters, and a section on frequently asked questions can be found at [winthrop.edu/spar/Human%20Subjects.htm](http://winthrop.edu/spar/Human%20Subjects.htm). Hard copies of the Thesis Guidelines are available in the Departmental Office. Once the full committee approves the thesis proposal and the study has been approved by the IRB committee, candidates can begin collecting data.

### **Style Manual**

The PESH Department requires research projects to adhere to the *American Psychological Association Style Manual* (6<sup>th</sup> edition). All copies must be typed and printed on a high-quality printer through the university print shop.

### **Paper and Reproduction of Copies**

All paper must meet one of the following criteria listed below:

1. 20 pound weight and 50% rag content
2. 30% cotton and 24# acid free
3. fine linen acid free or
4. archival quality (grade A – 1)

All copies must be produced by offset or another process that faithfully reproduces the original. Photocopying can be done by Printing Services (105 McBryde) at the advanced candidate's expense. A three day minimum time frame must be planned for the completion of the copying. Printing Services will need an approved but unsigned hard or electronic copy. Once the advanced candidate submits the thesis for printing, Printing Services will provide an estimated cost and the advanced candidate must take the estimated cost to the Cashier's office and pay for the copying. After paying, the advanced candidate should show the receipt to the Printing Services personnel to confirm payment.

### **Binding and Distribution of Copies**

After the thesis has been approved by all appropriate individuals, the advanced candidate should secure a receipt for the binding fees from the Cashier's office. Fee information is available in the Graduate School Office. A minimum of four unbound copies (two for the department and two for the library) should be boxed and submitted to the Graduate School with a copy of the receipt for the binding fee for each copy requested. Usually copies are given to committee members and if the advanced candidate wants a bound copy, this must be added to the request. At this point the advanced candidate must provide the Graduate School Office with a current mailing address and phone number.

### **Spacing**

Use double spacing throughout except in footnotes, indented quotations set off from the text (block quotations), reference entries of more than one line, and materials such as captions or table and appendices of data. See APA Guidelines for any specific questions on spacing. The abstract of the thesis is single spaced.

## Typeface

The use of uniform typeface and font sizes is required for the thesis. The required typeface is Times New Roman font with a 12-point font size.

## Margins

The left-hand margin must be one and one-half inches. The right hand margin must be one inch. Top and bottom margins must be at least one inch and not more than one and one-half inches measured from the edge of the paper. Page numbers must be at the bottom of the page and no less than one inch from the edge of the paper.

In general, all pages of the text must have the eight and one-half inch edge of the paper at the top of the page. It may be necessary to place some pictures and tables landscape (i.e., lengthwise) on the paper. When this is done, the top of the table figure should be on the non-binding edge side. Except for prefatory matter (i.e., table of contents, dedication), numbered with lower-case Roman numerals, a thesis should be numbered consecutively beginning with Arabic number 2 after the opening page.

All pages except the title page are numbered. This includes full page photographs, charts and graphs, the references, and appendices. For the preliminary pages, use small Roman numerals (ii, iii, etc.). Page i is the approval page followed by the title page, but the page numbers are not required on these pages. The third page is a single spaced abstract that summarizes the study. The abstract should be no more than two paragraphs and only one page in length. The Table of Contents follows the abstract page and is numbered with Roman numeral iv. Following the Table of Contents, candidates may have a list of tables or illustrations.

## IRB Approval

Any thesis must have received IRB Committee approval before data was collected. The approved IRB form is included as an appendix in the thesis. The IRB form is available at: [winthrop.edu/spar/Human%20Subjects.htm](http://winthrop.edu/spar/Human%20Subjects.htm)

## Format and Chapters in Thesis

The Thesis consists of five chapters. The following order should be observed:

1. **Approval page.** All theses have an approval page and a sample is included in Appendix B.
2. **Title page.** All theses submitted to the Department must contain a title page in the exact form found in Appendix C of this document.
3. **Abstract.** All theses must include a one page abstract of no more than two paragraphs that summarizes the methodology used in the study and the results. The abstract section is single spaced.
4. **Table of Contents** – Format for the Table of Contents is included in Appendix D.
  - A. Includes all sections of the proposal identified with page numbers.
  - B. Each chapter is a major heading followed by each section of the chapter as a subheading.

- C. References is a major heading
- D. Appendices is a major heading

**5. Chapter One - Introduction**

- A. Introduction
  - 1) No more than two or three paragraphs
  - 2) Does not use a heading for the "Introduction"
  - 3) Establishes the rationale and significance for the study
    - a. Why is this research important?
    - b. Why have other researchers investigated this question?
    - c. What does the study contribute to the discipline or body of knowledge?
    - d. Provides an overview on why the topic is important
- B. Statement of the Problem
  - 1) Use a heading for this section of the proposal - Statement of the Problem
  - 2) Must be directly related to the content of the introduction.
- C. Followed by research question(s) or hypothesis(es)
  - 1) Can be stated as a null hypothesis
  - 2) Can be stated as a directional hypothesis
  - 3) Can be a numbered list
- D. Delimitations
  - 1) Set by researcher to define the scope of the study
  - 2) Can be a numbered list
  - 3) Narrows the scope of the study to a manageable sizes
  - 4) Choices the RESEARCHER makes and controls in the study
    - a) Might be delimited by the sample used (number of participants or who is in the groups)
    - b) Might be delimited by the instrument used or assessment method
    - c) Defines who is in the sample and how the assessment is being made of the sample population
- E. Limitations
  - 1) Shortcoming, weaknesses, or influences that affect results that cannot be controlled by the researcher
  - 2) Limitations can be a product of your delimitation
  - 3) Can be a numbered list
  - 4) Limitations include such things as – "Researcher could not control for the honesty of the answers provided by participants on the survey" or "the use of volunteers may skew the data." This is anything that a researcher cannot directly control.
- F. Definition of Terms
  - 1) Operational definitions – How the specific term or variable is defined for the purposes of the study. Examples are listed below.
    - a) i.e., Varsity athlete is operationally defined as any individual that

participates on an officially recognized interscholastic varsity sport for one complete season.

b) i.e., Self-efficacy Score is operationally defined as participant's score on Bandura's (1977) self-efficacy assessment.

2) Should be from a source and the source should be cited

3) Dependent variable(s) must be operationally defined

4) Operational definitions are directly linked to Statement of the Problem

## 6. **Chapter 2 - Review of the Related Literature**

A. Review of literature begins with a one paragraph introduction that identifies the various sections of the review.

1) Parts of the Review of Literature

a. All review of literatures should have at least three to five subheadings under the major topic.

b. For the project, each of the subheadings should have at least six - ten research studies included in each of the subheading section of the review.

c. At the end of the review section, there should be a summary of conclusions reached based on the review of the literature.

d. The Review of literature is more than a simple string of research summaries in a row. In presenting the review of the related research literature, candidates should categorize similar studies under each subheading and integrate studies that reached similar conclusions or did not support previous reached conclusions. The review of literature is not simply a menu of various studies, but an integrated approach to report research findings in the research area.

e. The review of literature should provide the reader with a complete summary of the related research in the topic area. By the completion of the review of literature, the advisor, reader and department chair should be convinced that candidates are experts in this research area. That candidates have read and summarized the relevant related research associated with the topic area.

## 7. **Chapter 3 – Methods and Procedures**

A. Introduction

1) Should be one paragraph that identifies the purpose of the study and research Question(s).

2) Does restate question(s) as identified in Chapter 1

B. Participants

1) Identifies who was involved in the study

a. Number of participants

b. Demographic breakdown of the participants (age, gender, grade, etc.)

c. Volunteers, groups or convenience, randomly assigned, selected participants,

- etc. must be identified in this section.
- d. Identify any unique characteristics of the potential population group used in the study (i.e., boy varsity tennis players, college freshmen, Division I ADs., etc.)
  - e. State how participants were assigned to a group if appropriate.
- 2) Context of the setting
    - a. Describe the context or setting of the study. For example, was a public recreation program, public school, professional sports, etc. used as the setting?
    - b. Are a variety of settings used that differ in some specific context. For example, was one a lower socioeconomic school, one a middle socioeconomic school, and the third a upper socioeconomic school? Identify how you determined the various groups used.
  - 3) Reference in this section, by citing the appropriate appendix, any consent forms to be used or specific instruments to be completed including the required IRB application form.
- C. Research Design
- 1) Identify the type of research being conducted such as correlational, quasi-experimental, experimental, survey, descriptive, etc.
  - 2) Identify the independent and dependent variables in the study.
  - 3) Identify the specific statistical procedures used to analyze the data including any use of software to analyze the data.
  - 4) Describe any instrument or apparatus used.
    - a) Must include information on the validity and reliability of the instrument or apparatus used.
    - b) Provide rationale for the selection of the instrument/apparatus used.
    - c) If you create a survey or another instrument, how did you establish face validity for the instrument? What specific procedures did you follow?
- G. Procedures
- 1) Provide a complete description of how, when, and where the research was conducted. Anyone should be able to take this section of the paper and replicate the study.
  - 2) How was data collected? How was permission to collect data acquired?
  - 3) When was data collected?
  - 4) Who collected the data? How were individual trained who collected the data? Where was data stored? How was data recorded?
  - 5) Where is the data stored for safe keeping?
  - 6) How was participant's confidentially protected? How were the data coded?
  - 7) Who had access to the raw data?
  - 8) Who had access to the final results? How were the final results reported?

**7. Chapter 4 - Results**

- A. In this chapter candidates report the statistically or qualitative results of the study.
- B. If the candidate used SPSS to analyze the results, report those results in tables (would be in the Table of Contents under List of Tables) or appropriate figures.
- C. In this section the advanced candidate reports results found based on the data. Candidates do not give opinions, discuss how the results different from what was found in the literature, etc. This section is just the facts and the reporting of statistically evidence related to the research question(s). This is usually the shortest chapter in the project.
- D. In this section, candidates must report the results for every question asked in the project.
- E. Report the most significant findings first and report data in an aggregated format (do not report raw data).
- F. Report data for each research question/hypothesis in the study. Report the data in the same sequence as you used in Chapter 1.
- G. Make sure all data tables are clearly labeled.
- H. For each analysis conducted, include the name of the statistic and the particulars. This includes p values that were selected and why they were selected at that level, include standard deviation and sample size, sample size for significant effect for ANOVAs, and the magnitude and direction for a correlational study.
- I. Results section is the place for maximum clarity. It will be repetitive.
- J. Check your APA manual for the required conventions for reporting results.

**8. Chapter 5 – Discussion**

- A. This is the section where candidates discuss their findings from the results chapter and place those findings into context.
- B. Summarizes the findings using as little statistical jargon as possible. Place the results in terms that a lay person could understand.
- C. Interpret the findings
  - 1) How did the findings related to previous research cited in the review of literature section? Did the findings support or call into question previous results?
  - 2) How are the results explained in relationship to previous research?
- D. Place the results in context
  - 1) Does the research extend pervious research?
  - 2) How does the study contribute to the existing literature?
- E. Implications
  - 1) What do the findings imply for future researchers?
  - 2) What might have changed the results for study?
  - 3) What was learned conducting the study that might be helpful to future researchers?
  - 4) What practical implications might the results have on the discipline?

- F. Future Directions - What recommendations should be made for future research studies based on the candidate's experience? What part of the research question needs further exploration?

**5. Appendices**

- A. Must include a completed IRB application.
- B. Must include any permission requests for participation in the study such as parental consent, assent, etc,
- C. Must include a copy of any instruments used in the study.
- D. Might include any protocols to be followed when collecting data.
- E. Might include data collection instruments or forms.
- F. Might include the raw data from the study.

**6. References**

- A. This section includes any previous studies, articles, or instruments cited in the paper.
- B. Must follow current APA format for a reference list.

**Time Table:**

Weeks prior to deadline date: (Nov. 1, April 1 or August 1)	<b>Action Required</b>
<b>10 weeks prior:</b>	Present a complete, typed, preliminary draft to advisor.
<b>8 weeks prior:</b>	Present final preliminary draft to all committee members.
<b>6 weeks prior:</b>	Committee members return draft with suggestions to advisor.
<b>5 weeks prior:</b>	Revisions completed by student and approved by advisor.
<b>4 weeks prior:</b>	Final approval typed copy submitted to Dean of COE
<b>2 weeks prior:</b>	Submit one signed copy of the thesis to the Graduate School

**December Graduation:**

If the advanced candidate is seeking a December graduation, the final copy of the research project must be submitted to the department chair for final approval by **November 1.**

**May Graduation:**

If the advanced candidate is seeking a May graduation, the final copy of the research project must be submitted to the department chair for final approval **by April 1**

**August Graduation:**

If the advanced candidate is seeking an August graduation, the final copy of the research project must be submitted to the department chair for final approval by August 1.

**THERE WILL BE NO EXCEPTIONS FOR THESE DATES!**

APPENDIX A

**THESIS/RESEARCH PROJECT ADVISOR REQUEST**

DATE OF REQUEST: \_\_\_\_\_

NAME OF STUDENT MAKING REQUEST: \_\_\_\_\_

EMAIL ADDRESS OF STUDENT: \_\_\_\_\_

PROPOSED RESEARCH TOPIC:

---

---

PROPOSED RESEARCH QUESTION:

---

---

PROPOSED METHOD: \_\_\_\_\_

---

---

---

REQUESTED ADVISOR:

---

---

READER(S) OR COMMITTEE MEMBERS:

---

---

RESEACH PROJECT/ THESIS ADVISOR ASSIGNED:

---

READER OR COMMITTEE MEMBERS ASSIGNED:

---

Submit above form to: Dr. Stevie Chepko, Chair  
216E West Center

Date of Student Notification: \_\_\_\_\_

APPENDIX B

(Sample Approval Sheet for Master's Thesis)

May, 20\_\_\_\_\_

To the Dean of the Graduate School:

We are submitting a thesis written by \_\_\_\_\_ entitled \_\_\_\_\_.

We recommend acceptance in partial fulfillment of the requirements for the degree of \_\_\_\_\_.\*

\_\_\_\_\_  
Thesis Advisor

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Dean, College of Education

\_\_\_\_\_  
Dean, Graduate School

\*Appropriate degree  
\*\*Appropriate College

APPENDIX C

TITLE

A Thesis  
Presented to the Faculty  
Of the  
Richard W. Riley College of Education  
In Partial Fulfillment  
Of the  
Requirements for the Degree  
Of  
Master of Science  
In Business Administration  
Winthrop University

August, 2010

By

Author

## APPENDIX D

## Table of Contents

Table of Contents.....	i
Chapter 1 - Introduction.....	1
<i>Significance of the Study (Introduction)</i> .....	
<i>Statement of the Problem</i> .....	
<i>Research Question</i> .....	
<i>Limitations</i> .....	
<i>Delimitations</i> .....	
<i>Definition of Terms</i> .....	
Chapter 2 –Review of the Related Research Literature.....	
<i>Introduction</i> .....	
<i>Subheadings in the review (must have at least three subheadings)</i> .....	
Chapter 3 – Methods and Procedures	
<i>Introduction</i> .....	
<i>Participants</i> .....	
<i>Research Design</i> .....	
<i>Procedures</i> .....	
Chapter 4 – Results.....	
Should have a subheading for each of your hypothesis(es) or research question(s).....	
Chapter 5 – Discussion.....	
References.....	
Appendices.....	
<i>IRB Form</i> .....	
<i>Permission forms</i> .....	
<i>Copy of the Instrument</i> .....	
<i>Data Collection</i> .....	
<i>Others as needed</i> .....	