**MES Thesis Handbook**

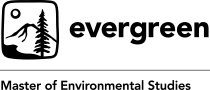
Revised: September 2023

Copies of thesis documents are available online at

[The Evergreen State College Institutional Repository](http://collections.evergreen.edu/s/repository/item?fulltext_search=&property%5B0%5D%5Bjoiner%5D=and&property%5B0%5D%5Bproperty%5D=&property%5B0%5D%5Btype%5D=eq&property%5B0%5D%5Btext%5D=&resource_class_id%5B0%5D=&item_set_id%5B0%5D=2252&numeric%5Bts%5D%5Bgt%5D%5Bpid%5D=&numeric%5Bts%5D%5Bgt%5D%5Bval%5D=&numeric%5Bts%5D%5Blt%5D%5Bpid%5D=&numeric%5Bts%5D%5Blt%5D%5Bval%5D=&numeric%5Bdur%5D%5Bgt%5D%5Bpid%5D=&numeric%5Bdur%5D%5Bgt%5D%5Bval%5D=&numeric%5Bdur%5D%5Blt%5D%5Bpid%5D=&numeric%5Bdur%5D%5Blt%5D%5Bval%5D=&numeric%5Bivl%5D%5Bpid%5D=&numeric%5Bivl%5D%5Bval%5D=&numeric%5Bint%5D%5Bgt%5D%5Bpid%5D=&numeric%5Bint%5D%5Bgt%5D%5Bval%5D=&numeric%5Bint%5D%5Blt%5D%5Bpid%5D=&numeric%5Bint%5D%5Blt%5D%5Bval%5D=&year=&month=&day=&hour=&minute=&second=&offset=&years=&months=&days=&hours=&minutes=&seconds=&integer=&submit=Search&page=1&sort_by=created&sort_order=desc)

Copies of this handbook are available online at the [MES Thesis Process WebPage](https://evergreen.edu/mes/thesis-process)

Graduate Program on the Environment Master of Environmental Studies

The Evergreen State College Olympia, Washington

# Significance of the Thesis

The thesis is a major research experience. It should build upon your work as an undergraduate, as well as core programs, electives, internships and individual learning contracts, and professional work or volunteer experiences. Your past efforts should inform your thesis by providing critical thinking skills, examples of environmental case studies, and numerous viewpoints from which to think about problems and their solutions. For most students, the thesis is the most sophisticated writing project they have ever tackled. It differs substantially from the research papers and essays you have written for your electives and core programs. This thesis should serve as an impressive way to document your expertise in the professional world beyond the college.

# Overview and Timeline

Students must successfully finish all four core classes as well as 12 elective credits before enrolling in thesis credits. Students must be able to complete their thesis work on time. Students should talk with their Case Studies faculty and reader about the feasibility of completing their thesis in the required time. The written thesis can take one of two structures: a traditional thesis format or a manuscript prepared for submission to an academic journal. Talk to your reader about which is appropriate for your work. See the [MES Thesis webpage](https://www.evergreen.edu/academics/graduate-studies/master-environmental-studies/student-resources) for all thesis deadlines, forms, and resources.

Students typically work on their thesis in their final year. They take the final core program, Case Studies and Thesis Design, in fall quarter. During this quarter, students are matched with a thesis reader who will advise them in their work and, ultimately, approve their thesis for credit. In Case Studies, students complete a Prospectus that must be signed by their thesis reader and the Director. Students enroll for thesis credits in winter and spring quarters (8 credits each quarter). They present their work toward the end of spring quarter and submit their final thesis by the last day of spring quarter. See the timeline for specific dates.

*Thesis Prospectus*

If you begin the process with a solid Prospectus, you will increase both the efficiency and quality of your project. A final, approved prospectus (signed by you, your reader, and the Director) that outlines your thesis research plan is due in the MES program office before the end of Case Studies.

*Getting Started on Thesis prior to Case Studies*

Some students, especially those conducting seasonal fieldwork, may want to begin their thesis research prior to the development of a formal prospectus during Case Studies. Students who want to begin data collection should complete a “Preliminary Prospectus” in consultation with a MES core faculty member (find this form on the [MES Resources page](https://www.evergreen.edu/academics/graduate-studies/master-environmental-studies/student-resources)). Before collecting data, they must submit a copy of this “Preliminary Prospectus” signed by a faculty to the Director by Week 10 of Spring Quarter. Students who collect data without following this process are likely to waste time and resources because of poor experimental design or data collection techniques.

*Registering for Thesis Credits*

Students will register for eight credits of thesis directly with their reader in both winter and spring quarters of the year they are working on their thesis. You should register for credits with your thesis reader when you receive an email from the Assistant Director notifying you of the reader’s CRN number. Each quarter has a different CRN number. Thesis registration requires a faculty signature.

*Thesis Reader and Thesis Workshop*

The primary academic support is the thesis reader. Students should meet with their reader on a regular basis during the winter and spring quarters. All thesis students are required to attend a thesis workshop led by a MES faculty member during winter and spring quarters. This workshop provides additional support and structure for thesis preparation, research, and writing as well as professional development. The thesis evaluation by the student’s reader includes reference to student attendance and participation in the workshop. There is no CRN for the workshop.

*Funding Your Thesis*

Students are encouraged to find grants or fellowships to fund their research. There are several resources offered by the program to help you do so. Please see the Thesis Funding link on the [Thesis Process](https://www.evergreen.edu/academics/graduate-studies/master-environmental-studies/student-resources) page for more information.

*Thesis Presentation*

Students may only present their work once a complete draft of their thesis has been approved by their thesis reader. In order to present, a [“Request to Present Thesis Research”](https://www.evergreen.edu/academics/graduate-studies/master-environmental-studies/student-resources) form must be signed by their thesis reader by the date indicated in that academic year’s thesis process timeline.

*Thesis Extension*

In rare cases, with permission from the student’s reader and the Director, a student may extend thesis work through either the summer quarter of the same academic year or the fall quarter of the next academic year. If you experience extenuating personal circumstances that impact your ability to finish on time, please reach out to your faculty reader as soon as possible to discuss an appropriate plan for completing your work. Faculty are compensated for their support during the winter and spring quarters that you are earning thesis credit. Students should be aware that extensions require significant faculty labor beyond their contracted work and some faculty may be limited in their capacity to support you in extension work. Extensions will not be granted in situations where unsatisfactory progress is the primary reason for the request. If a student must extend their thesis, a [“Request to Extend Thesis Research”](https://www.evergreen.edu/academics/graduate-studies/master-environmental-studies/student-resources) form must be signed by both the reader and the Director by the date listed in that academic year’s thesis process timeline.

Students who are approved to continue work on their thesis project beyond the required 16 thesis credits of the winter and spring quarters must register for a thesis extension, which carries a $500 fee for each quarter of extension that involves faculty work. This includes the quarter in which the thesis is submitted, and the final public presentation is made.

Students who request to extend their research beyond the spring quarter and are given approval to do so, pay a $500 extension fee instead of course tuition, and so are not considered enrolled students (unless they are also registered for other credits through electives or internships). The $500 extension fee supports research expenses of future MES students. Students who are only registered for a thesis extension do NOT have access to the following campus resources:

* + Student Health Center
  + Bus Pass
  + Media Loan
  + Constantino Recreation Center
  + Veterans Resource Center (veterans should check directly with the Center to confirm that their individual case applies)
  + Childcare Center (the on-campus childcare center is open to the community. You will not have waitlist prioritization as a non-enrolled student)
  + Financial Aid (see below)

Students completing a thesis extension who have completed all other degree requirements are generally not eligible for financial aid. Extension students who still need to complete 4 or more credits of electives may register for remaining needed credits and be considered for financial aid.

Being registered for a thesis extension does not qualify students for school-based deferment of student loan repayment. If you have questions about your eligibility for financial aid, or about the student loan repayment process, please contact the Financial Aid office.

*Failure to Complete the Thesis*

Failure to complete the thesis will result in a filing of No Credit by the reader. No Credit may also be filed if the student’s quality of work is not at the graduate thesis level. Earning No Credit for the thesis will lead to the student being withdrawn from the program for not completing the thesis requirement.

1. **Collecting Data for Your Thesis**

*Field Safety*

Purpose: The purpose of this policy is to ensure that all graduate students participating in field activities conduct their work in a manner that prioritizes their safety and the safety of others.

Scope: This policy applies to all graduate students and accompanying faculty and/or staff participating in any field activities or research projects under the auspices of the institution.

Policy:

* Risk Assessment:
  + Before any field activity, a risk assessment should be conducted and documented to identify potential hazards.
  + Suitable control measures should be determined based on the risk assessment.
* Training:
  + All students must undergo safety training specific to their field activity.
  + Any equipment or tools used in the field must be introduced with proper training in its use and safety measures.
* Personal Protective Equipment (PPE):
  + Where required, appropriate PPE must be worn during field activities.
  + The graduate student is responsible for ensuring they are using PPE correctly.
* Equipment Safety:
  + All equipment must be inspected before use to ensure it is in good working order.
  + Any malfunctioning equipment must be reported and not used until repaired or replaced.
* Emergency Procedures:
  + All field teams must be aware of emergency procedures and know the location of first aid kits.
  + Each team must have at least one member trained in first aid.
* Communication:
  + Teams must have a means of communication with the main institution or designated emergency contact, especially in remote locations.
  + It is advised to have a daily check-in/check-out system in place for all field activities.
* Travel and Transportation:
  + All modes of transport used must be deemed safe.
  + Graduate students must be informed about travel routes and expected times of arrival and departure.
* Weather and Environmental Considerations:
  + All participants should be aware of the local weather forecast and be prepared for changing conditions.
  + Environmental risks, like wildlife or unstable terrains, should be part of the risk assessment.
* Behavior and Conduct:
  + Alcohol, drugs, or any intoxicating substances are prohibited during field activities.
  + Respect for fellow team members and the environment is paramount.
* Documentation:
  + All incidents, no matter how minor, must be reported and documented.
  + All field activities should be documented, including participants, location, and duration.
* Review:
  + This policy should be reviewed annually or after any significant incident to ensure its relevance and effectiveness.
* Roles & Responsibilities:
  + Graduate Students: Ensure they have read and understood the policy, attend required training, adhere to safety guidelines, and report any concerns or incidents.
  + Faculty/Staff Advisors: Oversee the safe conduct of field activities, ensure risk assessments are completed, and provide required resources and training.
  + Institution: Provide resources, training, and oversight to ensure this policy is implemented and adhered to.

Conclusion: The safety of our graduate students is of utmost importance. By adhering to this policy, we aim to reduce risks and ensure the well-being of all participants in field activities.

*Lab Details*

Students interested in pursuing theses which require the use of equipment or lab spaces, should pursue the Science Support Center’s processes for requesting lab space, or materials to support their projects, in Fall quarter. In Week 3, students will be assigned a faculty thesis reader and should work to complete SSC Project Forms by Week 5. Students will be added to the SSC Safety Trainings by Week 5 and will be assigned a Science Instructional Technician to support their work in Week 7. Students will be given an opportunity in Week 9 to attend a general lab safety training and receive their lab space assignment. Additional advanced lab safety training on specific instrumentation should be scheduled with your assigned SIT in Weeks 9 or 10. Please note, when ordering materials and supplies, it can take up to 2 weeks for an order to be processed through the SSC and up to 2 more weeks after an order is placed, to receive the order.

*Permitting on State Lands*

MES students interested in pursuing thesis research which involves the survey or collection of animal organisms, plant or soil samples on public lands, must first investigate the availability of approved permits at The Evergreen State College and within the Master of Environmental Studies program. Faculty in MES, and undergraduate faculty at the college, obtain and maintain a variety of permits that students may be added to with their approval. Students interested in studying topics that faculty do not have approved permits for, must immediately investigate if they can obtain the appropriate permits for their intended collection or survey methods. Please note that permit applications with the Washington Department of Fish and Wildlife and Department of Natural Resources, may take up to 60 days (about 2 months) to review and approve from the time that a permit request is submitted. Student permit approval is also dependent on the student's ability to provide liability insurance for themselves and any volunteers helping them with data collection. Students are encouraged to investigate available permit options and the likelihood of obtaining new permits at the beginning of the thesis process during Case Studies and Thesis Design.

*Human Subjects Review*

The Human Subjects Review policy at Evergreen took effect in January, 1979 to protect the rights of humans who are participants in research activities. If you are conducting a study using information from people or if you are recording them in some way for that study, you must complete this application with the collaboration of your faculty sponsor.

All students, staff, and faculty conducting research at the College that involves the participation of humans as subjects of research must ensure that participation is voluntary, that risks are minimal, and that the distribution of your study is limited. All potential physical, psychological, emotional, and social risks should be considered, and explained to the participants in the study. This explanation must be clear, in letter form, and accompanied by a written consent form which the participants sign. Similarly, the researcher must explain to the participant the benefits, the course of study, and purpose of the intellectual inquiry. Participants must not be asked to expose themselves to risk unless the benefits to the participants or society are commensurate. Please note that in most cases, keeping the participants’ names confidential significantly minimizes risks.

Students conducting social science-based research which requires human participation, should begin the Human Subjects Review process in Fall quarter with the Institutional Review Board, which involves CITI trainings and an approved HSR, before you proceed with any data collection. Refer to Evergreen's [Institutional Review Board (IRB) Human Subjects website](https://www.evergreen.edu/humansubjectsreview/irb-application) for an application.

# The Writing Process

*Writing Resources*

Getting started on the writing of your thesis can be intimidating. Regardless of your level of experience as a writer, the start of your thesis work is an excellent time to review resources on effective writing in general, and thesis writing in particular. There are numerous written materials available to help in this regard. Here are a few that we recommend:

* *The Literature Review: A step-by-step guide for students*, Second Edition. Diana Ridley, Sage Publications, 2012. ISBN: 978-1446201435.
* *Writing Science: How to write papers that get cited and proposals that get funded.* Joshua Schimel. Oxford University Press, 2012. ISBN: 978-0-19-976024-4.
* *The Craft of Research*, 4th Edition. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. University of Chicago Press, 2016. ISBN: 978-0226065663
* *The Elements of Style*, 4th Edition. William Strunk, Jr., E. B. White. Longman, 1999. ISBN: 978-0205309023.

*Working with Your Reader*

Your reader is probably your most valuable resource during the writing process. They have written a thesis and/or dissertation already and understand what you are experiencing. You will be matched with a reader by the middle of Case Studies and Thesis Design. You should arrange to meet on a regular basis with your reader throughout the thesis project, and especially during the writing process. Early on, you should establish a procedure with your reader for reviewing and revising drafts of your thesis (expect many rounds of review and revision!).

Ask for your reader's advice on both the technical aspects of the research and on the writing and be open to the advice you receive. If you run into any concerns regarding your reader, like lack of responsiveness, please talk to the Director.

*Student Support Groups*

Many students find that participating in a student support group during thesis writing can provide much needed structure and feedback. Such groups are formed as part of Case Studies and Thesis Workshop and can also be developed independently. Other students can be extremely helpful when it comes to providing constructive feedback and proofreading each draft of your thesis. We suggest having peers review your writing for grammar, spelling, and sentence structure prior to sharing drafts with your faculty reader so the faculty can focus on the content of your writing.

*Writing Assistance*

Your faculty will provide feedback regarding content, clarity, and organization of your writing.However, your faculty reader is not a writing instructor, tutor, or copy editor. Please do not expect them to perform any of these functions for you. If you would like outside assistance with your writing, please work with the Writing Center (or when available, the graduate student writing assistant).

*Tips for Effective Thesis Writing*

Here are a few tips for the writing phase of your thesis project:

Don’t put off writing. One approach is to write parts of your thesis on a regular schedule. Having short pieces to show to your reader or to other students allows for quick feedback. Also, writing can help you to synthesize what you are learning, and thus can be invaluable even during the research phase of the project.

Plan plenty of time for rewrites. Each chapter of your thesis will likely need to be rewritten several times in order for the final thesis to be as good as you are capable of making it. Your faculty reader will no doubt have substantial recommendations for each of these drafts. You should expect such comments and give yourself plenty of time to receive the feedback and make changes that respond to this feedback. Also be aware that writing and revising the results and discussion sections will require substantial time for data analysis and interpretation. The “revise and resubmit” process is a standard part of any academic publication. Since your faculty reader will need sufficient time to review each draft, this process can easily take two months. Remember that even small revisions in one part of your thesis can require changes in several other portions, which is quite time consuming. Given the fact that you must be approved to present by the date given in the thesis flow chart (usually early May), your first completed draft should be finished by mid-April or earlier. You will, of course, need to work out a specific schedule with your reader.

# The Oral Presentation

As a key part of your thesis project, you will have the opportunity to share your results with faculty, staff, students, invited guests, and other members of the community in a public, oral presentation prior to submitting your completed thesis for binding. The oral thesis presentation is designed to give you practice in presenting your research in a professional manner and to provide an opportunity to receive feedback on your work. It is also a celebration of this major step toward completing the program.

*Scheduling Your Presentation*

Thesis presentations happen in Weeks 8 and 9 of spring quarter. Presentations are generally 12- 15 minutes in length, with an additional 5 minutes allowed for questions. Because the presentations are scheduled one after the other, time limits are strictly enforced. Thus, presentations must be particularly concise. Students may only present once they have submitted a signed [“Request to Present Thesis Research”](https://www.evergreen.edu/academics/graduate-studies/master-environmental-studies/student-resources) form to the Director by the date indicated in that academic year’s thesis process timeline. This form indicates that their reader has reviewed a complete first draft of the student’s thesis and determined that the student will be able to submit a final version by the end of the quarter.

Students who have a signed “Request to Extend Thesis Research” form to present in summer quarter or fall quarter must work with the Director to schedule a presentation time. These students must also have a signed “Request to Present Thesis Research” form in order to present during their intended graduation quarter.

*Criteria for Judging Presentations*

Faculty will discuss the presentation as part of their written evaluation of thesis work. Check with your faculty about their expectations for the presentation. You are also encouraged to complete practice talks with your faculty and peer review group, and to send faculty slides ahead of time for commenting.

Individual faculty readers determine the criteria for judging thesis presentations. It is a good idea to check with your reader in advance regarding what criteria will be used to determine whether you meet the presentation requirement.

*Tips for Great Thesis Presentations*

Here are some ideas we have compiled to help ensure that your thesis presentation is effective:

Show your enthusiasm*.* You have worked long and hard on this project. The audience will appreciate this effort and will be interested if you convey your interest in the work.

Keep within the time limits. Speakers who exceed their allotted time will not be able to finish their presentations and lose time for questions.

Don’t try to cover everything in your thesis*.* It is understood that your thesis document is more extensive than your presentation can be. Cover key components of your work or pick a particularly interesting section to cover. The Q & A (question and answer) period will give you additional time to cover pieces of your work of specific interest to the audience.

Speak slowly and breathe*.* You might be tempted to talk fast, but if you can control this urge and slow things down, even pause at key points, your presentation will be more effective.

Practice your presentation*.* It is imperative to practice with other students or friends who can give you feedback. You'll want to practice staying within the time limits, making eye contact with the audience, and appearing relaxed and confident. Contact your thesis reader, the Director, or Assistant Director to check room availability for practicing in advance of your presentation. Consider scheduling a practice talk with your thesis reader.

Use high-quality, accessible visual aids*.* The use of electronic presentation software such as PowerPoint is highly recommended. Some best practices are described below:

* Minimize text in slides, use type that is large enough to be seen from the back of the room (at least 30-point font).
* Use sans serif fonts such as Calibri or Arial.
* Use contrasting colors (white text on dark background or dark text on a light background).
* [Check accessibility](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) using your [PowerPoint Accessibility Tool](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) or by uploading jpg versions of your power point slides to the [Color Blindness Simulator](https://www.color-blindness.com/coblis-color-blindness-simulator/) online to check for visual accessibility.
* If a video is included in your presentation, it must have captioning.

Make eye contact. Don’t read your slides to the audience, and don’t turn away from the audience to stare at the screen. Make sure you know how to operate the audio-visual equipment you will be using. The MES Assistand Director is available as a resource to help you learn this equipment.

# Formatting Requirements

Your finished thesis will become a permanent document at the Evergreen library’s digital Institutional Repository. These formatting requirements are designed to make your thesis library-worthy.

*References and Citations*

Your thesis project will almost invariably build upon the efforts of researchers from other times and places, so it is important to clearly and accurately reference the work of others in your thesis. Because of the interdisciplinary nature of environmental studies, we offer some flexibility as to the documentation style used in MES theses. For specific information about how to cite references within text and how to list these references at the end of your thesis, you should choose a style, in consultation with your reader. The style you choose will most likely be from one of the following style manuals: (1) *Chicago Manual of Style*, (2) *Publication Manual of the American Psychological Association*, (3) *Modern Language Association Handbook for Writers of Research Papers*, or (4) will be specific to the manuscript style you are using for a Manuscript-Style thesis. Several of these styles are summarized in *Form and Style (13th Edition)*, by Carole Slade (Houghton Mifflin, 2009). [Purdue OWL](https://owl.english.purdue.edu/owl/) is a great on-line source for citation guidelines.

*Length*

While there are no specific page limits for MES theses, theses are typically between 50-150 pages.

*Margins*

The final version of your thesis should be formatted with 1 inch margins all around the document. Pages should be numbered (as described later in this section), and the numbers should appear in the bottom center of the page.

*Line Spacing and Font*

Text must be double-spaced. Indented quotes, footnotes, and figure and table captions should be single-spaced. The font used should be 12- point Times New Roman, with headings no larger than 14 point. Footnotes, figure and table captions, can be as small as 10 point font. Paragraphs should be indented 1/2".

*Library Thesis Copy*

The thesis copy submitted to the library will be digital so you will submit a final PDF copy of your document once your faculty thesis reader has approved it.

*Required Pages in the Thesis*

To help you with formatting, we have provided a thesis format template on the Thesis Process webpage. Please know that this template may not work perfectly for you depending on the version of Microsoft Word you are using, and if you are formatting on a PC or Mac. You might also consult with someone in Academic Computing or Scientific Computing (CAL) for help with setting up the numbering system on your computer.

All MES theses should contain the following pages (the pagination system is indicated in parentheses):

Title Page: (**not numbered**; counted as page i) This is the first page of your written thesis. It contains the title, the full name of the author, a presentation statement, e.g. “submitted in partial fulfillment of the requirements for the degree of Master of Environmental Studies,” and the date the thesis was completed. The date should be the month and year of the last week you took thesis credits. A sample Title page is included in Appendix A.

Copyright Page: (**not numbered**; counted as page ii) Although not required for copyright protection, since your thesis will be available as an electronic document through the Evergreen Library, you are strongly advised to include this page in order to make your copyright protection obvious to all readers. A sample Copyright page is shown in Appendix A.

Approval Page: (**not numbered**; counted as page iii) Following your title page is the approval/signature page signed and dated by your faculty reader. This page must be signed by your reader before being submitted for binding and before you can graduate. All copies of your bound thesis must have an approval page with an original signature from your reader. A sample Approval page is shown in the Appendix A.

Abstract: (**not numbered**; not counted in page numbering) The abstract is a concise summary of your topic, findings and conclusions. The abstract should be no longer than 300 words. The layout for the Abstract page is shown in Appendix A.

Table of Contents: (number first page as iv) The Table of Contents lists the chapter or major section titles by page number. First-level and second-level heads, describing paragraphs or paragraph sections, may be included as well. Following the chapter sections, and also listed by page number, are your references and appendices, if any.

List of Figures: (begins a new page; continue lower case Roman numerals) This list includes figure numbers, figure captions, and page numbers. Figures include photographs, drawings, maps, graphs, and charts—in other words, all illustrations except for tables.

List of Tables: (continue lower case Roman numerals) This list includes table numbers, table captions, and page numbers. It can be included on the same page as the List of Figures if there is sufficient room to fit both on a single page.

Acknowledgments: (continue lower case Roman numerals) As a matter of professional courtesy, any source, person or organization from whom you received substantive research and writing support should be acknowledged. Your reader(s) should always be acknowledged.

Text: (first text page is counted as page 1, which starts the numbering with Hindu-Arabic numerals–i.e., what used to be called Arabic numerals; continue with this numbering through the end of the document) Figures and tables should appear in the text as defined by the thesis style.

References or Notes: (continue with Hindu-Arabic numerals) The reference or note list at the end of your project documents all materials cited in the text and provides the information necessary to identify and retrieve each source. References listed must be cited in the text; conversely, each reference cited must appear in the reference or note list. The actual format of your reference or note list will depend on the documentation style that you choose.

Bibliography (optional): (continue with Hindu-Arabic numerals) You may include a bibliography, formatted according to the style you have chosen, listing sources pertinent to your topic but that are not necessarily explicitly cited in your thesis.

Appendices: (continue with Hindu-Arabic numerals) Materials that supplement your text, but which are not appropriate for inclusion, may be appended. Materials should be subdivided in logical sections and listed in the table of contents.

# Submission Requirements

MES requires that one digital PDF copy of your thesis, be submitted to the Program Assistant’s Office (Lab 1, 3019) for submission to the library’s [Institutional Repository](http://collections.evergreen.edu/s/repository/item?fulltext_search=&property%5B0%5D%5Bjoiner%5D=and&property%5B0%5D%5Bproperty%5D=&property%5B0%5D%5Btype%5D=eq&property%5B0%5D%5Btext%5D=&resource_class_id%5B0%5D=&item_set_id%5B0%5D=2252&numeric%5Bts%5D%5Bgt%5D%5Bpid%5D=&numeric%5Bts%5D%5Bgt%5D%5Bval%5D=&numeric%5Bts%5D%5Blt%5D%5Bpid%5D=&numeric%5Bts%5D%5Blt%5D%5Bval%5D=&numeric%5Bdur%5D%5Bgt%5D%5Bpid%5D=&numeric%5Bdur%5D%5Bgt%5D%5Bval%5D=&numeric%5Bdur%5D%5Blt%5D%5Bpid%5D=&numeric%5Bdur%5D%5Blt%5D%5Bval%5D=&numeric%5Bivl%5D%5Bpid%5D=&numeric%5Bivl%5D%5Bval%5D=&numeric%5Bint%5D%5Bgt%5D%5Bpid%5D=&numeric%5Bint%5D%5Bgt%5D%5Bval%5D=&numeric%5Bint%5D%5Blt%5D%5Bpid%5D=&numeric%5Bint%5D%5Blt%5D%5Bval%5D=&year=&month=&day=&hour=&minute=&second=&offset=&years=&months=&days=&hours=&minutes=&seconds=&integer=&submit=Search&page=1&sort_by=created&sort_order=desc). The electronic copy will be stored in Archives and will be accessible to the public online.

*Preparing a Digital Copy of Your Thesis*

The program requires that you submit a copy of your completed thesis in PDF format for the Evergreen library’s circulating collection. The digital thesis will be a **PDF file** and the Approval page should not contain digital signatures, for security reasons. You may submit the digital copy as an email attachment to [averi.a.azar@evergreen.edu,](mailto:averi.a.azar@evergreen.edu,) or download it onto a flash drive or CD and bring to the MES Office, Lab 1, 3022 or 3019.

*Final Submission*

Once you are ready to submit your thesis, please email your document to the MES Director, Program Assistant, and Assistant Director. Also cc your thesis reader so that they can provide their email of approval. The MES office will then perform the final formatting check. If no further corrections are required, they will let you know that they are happy to accept your thesis on behalf of the program.

*Deadlines for Final Theses*

Your final thesis document is due no later than the Friday of Week 10 of the quarter in which you last took thesis credits or a thesis extension. This allows time for your reader to write your thesis evaluation during evaluation week. You will earn credit for your thesis after you have presented, the MES office has your thesis with approval from your reader, and your reader submits your thesis evaluation.

# If you would like to have one or more copies of your thesis bound for personal use, follow the instructions below:

*Binding Personal Thesis Copies*

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[The title is 1.5 or double spaced] A SECOND LINE OF THE TITLE

AND EVEN A THIRD LINE OR MORE

["by" is 5" from top of page] by

[1.5 or double spaced] {Name of Author}

[This text is single spaced] A Thesis

Submitted in partial fulfillment of the requirements for the degree Master of Environmental Studies

[Last line is 1" from bottom of page] The Evergreen State College

[Date should be month and year of the June 2022

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{Your Name}

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Date

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{Title of Thesis -- single-spaced if on more than one line}

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**Appendix A: Sample Pages**

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