**Thesis Handbook**

Graduate Program on the Environment

Master of Environmental Studies

The Evergreen State College

Olympia, Washington

Revised: September 2017

Copies of this handbook are available online at: www.evergreen.edu/mes/thesisresources

**Preface: Significance of the Thesis**

For most students, the thesis is the largest and most sophisticated writing project ever tackled. It is substantially different from the research papers and essays you have written for your electives and core programs. One of the benefits of writing the thesis is practice at preparation of such documents in a professional and timely manner. A second major benefit is the learning that you will acquire from study and synthesis of the material bearing upon your topic. This thesis signifies your successful completion of the Master of Environmental Studies degree at Evergreen, and it should serve as an impressive way to document your expertise in the professional world beyond the college.

Completion of a thesis is a research experience. It should also build upon your work as an undergraduate, as well as core programs, electives, internships and individual learning contracts, and 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.

**I. Thesis Basics**

Students must successfully finish all four core classes as well as 12 credits of electives before enrolling in thesis credits. Students must be able to complete their thesis work on time. Therefore, they must evaluate, with their reader, if they can realistically complete their work in their second year, or choose to attend part-time and complete their thesis in their third year. Your thesis can take on one of two forms: a traditional thesis format with an interdisciplinary chapter or a manuscript prepared for submission for publication in a scientific journal. Talk to your reader about which is appropriate for your work.

Students work on their thesis in the Winter and Spring Quarters, including attending the thesis workshop, of their final year. They should complete and submit the thesis in the Spring Quarter. Thesis presentations are scheduled for the end of Spring quarter. Students may only present once a complete draft of their thesis has been approved by their thesis reader. In order to present, a “Request to Present Thesis Research” form must be signed by their thesis reader by the date indicated in that academic year’s thesis process flowchart, found at [www.evergreen.edu/mes/thesisresources](http://www.evergreen.edu/mes/thesisresources). The form will also be found on this webpage. 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. Approving extended time to complete the thesis is usually linked to the need for spring/summer fieldwork, extended data collection and analysis, etc. Extensions of time to complete the thesis will not be granted in situations where unsatisfactory progress is the primary reasons for the request for an extension. If the student wishes to extend their thesis, a “Request to Extend Thesis Research” form must be signed by both the reader and the Director by the date listed in that academic year’s thesis process flowchart. See [www.evergreen.edu/mes/thesisresources](http://www.evergreen.edu/mes/thesisresources) for the form.

Failure to complete on time 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. 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 (and pay for) an additional four credits each quarter; this includes the quarter in which the thesis is submitted and the final public presentation is made. The extra thesis credits taken do not count toward the credits required for earning the MES degree.

Your printed thesis is due no later than the Friday of Week 10 of Spring quarter. Please see the thesis process flowchart at [www.evergreen.edu/mes/thesisresources](http://www.evergreen.edu/mes/thesisresources) for draft deadlines.

*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.

*Case Studies: Thesis Prospectus*

By the end of Case Studies you must have a well-developed draft of your Prospectus and will have chosen (or be assigned) a Faculty reader to work with. A final, approved prospectus (signed by you, your reader, and the Director) that outlines your thesis research plan is due in the program office by the date indicated in that academic year’s thesis process flowchart, found at [www.evergreen.edu/mes/thesisresources](http://www.evergreen.edu/mes/thesisresources). If you begin the process with a solid Prospectus, you will increase both the efficiency and quality of your project.

*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. Before collecting data, they should submit a copy of this “Preliminary Prospectus” with the faculty member’s signature to the Director. Students who collect data without following this process are likely to waste time and resources because of poor experimental design or data collection techniques.

*Thesis Workshop*

All thesis students are required to attend a thesis workshop led by an MES faculty member. The workshop is typically scheduled for every other Thursday evening during the Winter and Spring quarters, and provides a structured environment for thesis preparation, research, and writing. However, the primary academic support will be the thesis reader. Students should meet with their reader on a regular basis during the Winter and Spring quarters. 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 Research Funding section of our Financial Aid page for more information: [www.evergreen.edu/mes/financial.htm#research](http://www.evergreen.edu/mes/financial.htm#research).

**II. 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:

* *Surviving Your Dissertation: A Comprehensive Guide to Content and Process (4th Edition).* Kjell Erik Rudestam and Rae R. Newton. 2014. Sage Publications. This book offers very useful advice on the entire process of thesis design and writing.
* *Form and Style.* Carole Slade and Robert Perrin. 2009. Houghton Mifflin. Provides guidance in both research and writing, including special sections on theses. Contains information on reference and citation styles, including those styles allowed in MES theses (see the Formatting Requirements section below).
* *The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations, and Books*. Eviatar Zerubavel. 1999. Harvard University Press. This guide is written in a somewhat simplistic style, but it has been helpful to a number of students in planning a detailed, practical writing schedule. It also covers some basic aspects of what to strive for in different drafts and how to electronically manage draft revisions.
* *On Writing Well: The Classic Guide to Writing Nonfiction (30th Anniversary Edition).* William K. Zinsser. 2006. Harper Resource. This is a general guide to clear, concise, and effective non-fiction writing.
* *A Writer's Reference (7th Edition).* Diana Hacker and Nancy Sommers. 2010. Bedford/St. Martin's. A good reference for questions related to grammar and style.

*Working with Your Reader*

Your reader is probably your most valuable resource during the writing process—this person has written a thesis and/or dissertation already and understands what you are experiencing. You will choose (or be assigned) a reader by the end of Case Studies (first quarter of year 2). 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 with your reader a procedure for delivering drafts of your thesis. Some readers prefer to receive a chapter at a time, while others want to see an entire draft before they begin reading.

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 an informal student support group during thesis writing can provide much needed structure and feedback. Such a group might be formed as part of the Thesis Workshop or independently. Other students can be extremely helpful when it comes to proofreading drafts of your thesis, and can provide constructive criticism to improve the final product.

*Writing Assistance*

**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 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 the 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. 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. 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 ideally be finished by April 15 or earlier. You will, of course, need to work out a specific schedule with your reader.

**III. 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 provides you the opportunity to demonstrate your expertise on your thesis topic. It is also a celebration of your great accomplishment in completing the program.

*Scheduling Your Presentation*

Your presentation will be scheduled with those of the other students in the Thesis Workshop in week 8 and 9 of Spring quarter. Presentations are generally 10-15 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” form to the Director by the date indicated in that academic year’s thesis process flowchart, found at [www.evergreen.edu/mes/thesisresources](http://www.evergreen.edu/mes/thesisresources). This form indicates that their reader has reviewed a complete first draft of the student’s thesis.

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.

*Criteria for Judging Presentations*

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 and will be interested if you convey your interest in the work.

Keep within the time limits*.* The audience and the speaker who follows you (if any) will appreciate this.

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 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.

Use high-quality visual aids*.* The use of electronic presentation software such as PowerPoint is highly recommended. If you use overhead slides, make sure that they are clear and easy to read. Minimize text in slides, use type that is large enough to be seen from the back of the room (at least 30-point font), 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.

Give yourself a break*.* You can do this—after all, you are now an expert on your thesis topic. If you come in well prepared, relaxed, and excited about sharing your work, it will show.

**IV. Formatting Requirements**

Your finished thesis will become a permanent document at the Evergreen library. These formatting requirements have been 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. Thus, 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, which will most likely be from one of the following style manuals: (1) *Chicago Manual of Style*, (2) *Publication Manual of the American Psychological Association*, or(3) *Modern Language Association Handbook for Writers of Research Papers*. These styles are summarized in *Form and Style (12th Edition)*, by Carole Slade (Houghton Mifflin, 2003).

*Length*

While there are no specific page limits for MES theses, past theses have ranged in length from about 50-250 pages, with the majority in the range of 80-100 pages.

*Margins*

The final version of your thesis should be formatted with a 1.5" margin on the left to allow for binding. The other margins should be 1". Pages should be numbered (as described later in this section), and the numbers should appear in the lower right corner of the page, 3/4" from the edges of the page. Sometimes charts and graphs may have to be folded to fit or reduced to a smaller size. If folded, have the fold at least 1/2" from the right edge of the document. The folded sheet should also have at least a 1.5" left margin; if more than a single fold is required, the left-hand fold should be at least 1.5" from the left margin.

*Line Spacing and Font*

Text must be double-spaced, with indented quotes single-spaced. The font used should be 12-point Times New Roman, with headings no larger than 14 point. Paragraphs should be indented 1/2".

*Paper and Printing*

The paper used for the final bound copies of your thesis should be of high quality that will be lasting. Recycled paper or tree-free paper is acceptable for MES theses. The use of acid-free paper is highly encouraged.

The thesis copy submitted to the library must be printed on one side of each page. Any additional copies may be double-sided to save paper. If you print on both sides, make sure that the margin nearest the binding (the left margin on one side, and the right margin on the other side of the page) is 1.5 inches. To simplify this, you are free to make both the left and right margins on all pages 1.5 inches.

It is recommended that the final copies of your thesis be printed using a high-quality copy machine, such as those found at a commercial copy center.

*Required Pages in the Thesis*

To help you with formatting, we have provided a thesis format template on the Thesis Resources page: [www.evergreen.edu/mes/thesisresources.htm](http://www.evergreen.edu/mes/thesisresources.htm). 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):

Flyleaf Page: (not numbered) A Flyleaf page (blank page) needs to be inserted at the *front* and *back* of each copy of your thesis.

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.

Colored Paper: (not numbered) A piece of colored paper should be inserted between copies of your thesis (if printing more than one) when they are submitted to the Student Assistant’s Office (Lab 1, 3019) for binding.

**V. Binding Requirements**

*Number of Copies*

The program requires that at least one printed copy of your thesis, signed by your reader, be submitted to the Student Assistant’s Office (Lab 1, 3019) for binding. An electronic copy must also be submitted. After binding, both the printed and electronic copies will be delivered to the Evergreen library. The printed copy will be stored in Archives and the electronic copy will go into circulation and will be accessible to library patrons. You might also want to have more copies bound to provide to your reader or yourself. The costs associated with formatting, printing, and binding all copies of your thesis, including the one that goes to the library, are your responsibility.

*Approximate Cost*

Theses are currently sent by the college to B & J Bookbinding in Corvallis, Oregon. Bound copies are lettered on the spine (author’s name, program name, and the year), and on the front cover (title and author). See the “Layout of Cover on Bound Copies” in Appendix A for an example. Costs for binding vary depending on how many copies of your thesis you want to have bound and how many lines of print the title requires on the cover. The total cost also includes the lettering on the spine of each book and a one-time shipping and handling fee. The actual cost for binding your project will be calculated when you fill out the Thesis Binding Order Form found at [www.evergreen.edu/mes/thesisresources.htm](http://www.evergreen.edu/mes/thesisresources.htm).

*Preparing Your Printed Thesis for Binding*

The following are necessary steps to assure proper binding of your thesis:

1. Your thesis should be prepared in accordance with the formatting instructions described in the previous section. ***Please check each of your copies before submission to ensure that all required components are included and that the pages are in proper order.*** If your project is bound with components missing or if the page order is not correct, you will be responsible for the cost of corrections.
2. Remember that the Approval page, signed by your reader(s), must be included in each copy of your thesis. An example of the Approval page is shown in Appendix A.
3. Remember to include a flyleaf page (blank page) at the beginning and end of each copy of your thesis, and separate each copy with colored paper.
4. To determine the total cost of binding your thesis, fill out the Thesis Binding Order Form, found at: [www.evergreen.edu/mes/thesisresources.htm](http://www.evergreen.edu/mes/thesisresources.htm).
5. Once you have calculated your total cost, deposit your payment at the Cashier's Office (Library 1125, 360-867-6445) into the account number 29019-52504. The Cashier's Office will provide you with a receipt for your payment, and you will need to attach this receipt to the Thesis Binding Order Form.

*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. Procedures for the submission of the digital thesis copy are as follows:

1. The digital thesis will be, in essence, identical to the bound copy in composition and formatting with the sole exception that the Approval page should not contain digital signatures, for security reasons.
2. The digital copy will be submitted in PDF or TIFF format, which can be attained directly with word processing software or by scanning, using Adobe Photoshop or a compatible program and saving as an image in PDF/TIFF format. The digital copy submitted needs to be in one comprehensive file. *Equipment and software for this activity is available in Media Services or the Computer Center*.
3. Save the thesis on a CD or DVD-Rom or re-writable and use the following format when saving your file: Last name\_First initial (Use both first and middle name initials if there are two or more "Smiths or Jones" in the same class with the same first initial) MESthesis 2015 (four digit year of submission).  **Example: Jones\_AMESthesis2015**
4. Labeling
	1. The disk will be labeled consistent with the thesis Title page. This will include full name (surname, given name, and middle name or initial), full title of thesis, Master of Environmental Studies, Olympia: The Evergreen State College, and date of submission.
	2. Labeling may be done with a labeling program or by use of a permanent marker on the label side of the disk as long as the lettering is clear and easily readable.

*Final Submission*

Once you are ready to submit your thesis, please make an appointment with the Student Assistant by calling 360-867-5940. Prior to your appointment, make sure all copies of your thesis are in proper order and that you have submitted your payment to the Cashier’s Office. When you are ready, please bring the following to your appointment in Lab I, Room 3019.

* At least one complete printed copy of your thesis.Make sure that the number of copies submitted is equal to the number ordered and that components such as the Flyleaf pages, Title page, and Approval page are included in each. Place a piece of colored paper between each copy of your thesis.
* One electronic copy of your thesis. Please follow labeling instructions found earlier in this section
* Payment receipt from the Cashier’s Office. This must match the final number on your order form. The form can be found at [www.evergreen.edu/mes/thesisresources.htm](http://www.evergreen.edu/mes/thesisresources.htm).
* Two copies of the Thesis Binding Order Form that you used to determine the total cost.One copy will be kept for our records and one copy will be sent to B & J Bookbinding with your thesis.

The Student Assistant will confirm that your copies are in order, that all copies are signed by your reader, that you included an electronic copy, that the Thesis Binding Order Form is filled out correctly, and that you have a payment receipt.

*Deadlines and Distribution of Bound Theses*

Your printed and electronic thesis, with signatures and binding fees paid, is due no later than the Friday of Week 10 of the quarter in which you last took thesis credits This allows time for your reader to write your thesis evaluation during evaluation week. You will earn credit for your thesis after you’ve presented, the office has your thesis with a signature from your reader, and your reader submits your thesis evaluation.

The Student Assistant will send off groups of theses to be bound at B & J Bookbinding. Turnaround time for binding varies from 4 to 6 weeks after mailing. Once the bound copies of your thesis returns, one copy, along with the electronic copy, will be forwarded to the Evergreen library and any additional copies will be held for you in our office. You will then be notified to pick them up. We are not able to mail bound copies to students, but you may send a representative if you are not in the area.

**Appendix A: Sample Pages**

*Please remember that items in brackets are individual to your thesis and the brackets should not be in your printed thesis.*

**[Title Page Layout]**

[Start title 2" from top of page] THESIS TITLE AT TOP WITH

[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 2014

final week in which you took thesis credits]

**[Copyright Page Layout]**

© {year} by {Your Name}. All rights reserved.

**[Approval Page Layout]**

This Thesis for the Master of Environmental Studies Degree

by

{Your Name}

has been approved for

The Evergreen State College

by

[check with reader regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

how they want their name listed] {Reader's Name}

 Member of the Faculty

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**[Abstract Page Layout]**

ABSTRACT

{Title of Thesis -- single-spaced

if on more than one line}

{Your Name}

{Text: The text should be single-spaced and left-attributed, like this. Your abstract should be no more than 300 words, and describe succinctly your thesis, your basic findings, and conclusion.}

 **[Layout of Cover on Bound Copies]**

 **N**

 **A**

 **M**

 **E**

**{Thesis Title as on Title Page}**

[The Cover Title is set up the same as it is on the Thesis

 Title Page with a maximum of 50 letters and spaces

 per line]

 **M**

 **E**

 **S**

 **{Your Name}**

[Name is considered one line of type]

 **2**

 **0**

 **1**

 **5**

[Book Spine - name, degree and year is considered one line of type]