**THESIS FORMAT OUTLINE**

This format is used to report a research exercise that advances theory in the field by measuring the impact of selected independent variables on corresponding dependent variables, testing hypotheses, or addressing focused research questions. These data help confirm or reject hypotheses or answer the specified research questions. The format for this formal paper is suggested below. Note: The sections and titles in Chapter One-Appendix may be changed to accommodate the research design and to clarify the presentation with the *Faculty Research Advisor’s* approval.

**COVER PAGE**: This page is neither counted nor numbered, but contains the signatures of both Faculty *Research Advisors*, indicating acceptance of a completed paper.

**PRELIMINARY PAGES**: The Title Page is counted but not numbered. All subsequent pages in this section are numbered on the bottom center of the page in small case Roman numerals.

* Title Page
* Dedication Page (Optional)
* Table of Contents
* Charts and Graphs

**CHAPTER ONE-APPENDIX**: This is the *body* of the paper. Beginning with the first page through the Appendix, all pages are counted and numbered sequentially with Arabic numerals.

**CHAPTER ONE: INTRODUCTION** (identifies & frames the problem/issue/question including the fundamental research questions or Hypotheses under investigation)

* This is the opening paragraph of the report and includes the background of the study, but it is not identified as a section in the paper. The suggested sections in this research report are in **bold.**
* **Statement of the Problem**
  + Q1/H1
  + Q2/H2
* **Purpose of the Study**
* **Operational Definitions** (Optional)
* **Limitations of the Study**

**CHAPTER TWO: REVIEW of the LITERATURE** (establishes the theoretical base for this investigation clearly identifying the theory to be corrected, deepened, or extended)

* **Sections (Optional)**
* **Summary**

**CHAPTER THREE: METHODS** (outlines the methods used to collect data on which the decisions rest). The names and order of these sections may be changed in an order that best presents and describes the investigator’s procedures.

* **Design of the Study**
* **Instrumentation**
* **Participants**
* **Summary**

**CHAPTER FOUR: RESULTS and DISCUSSION** (Choose a name that is descriptive of what this chapter includes) This chapter reports the data and decisions regarding the questions / hypotheses, etc. NOTE all charts and graphs will appear in this chapter.

* **Question/Hypothesis One**
* **Question/Hypothesis Two:**
* **Summary**

**CHAPTER FIVE: CONCLUSIONS and RECOMMENDATIONS** (reasoned reflection on the entire project). In most cases, there are no sections, but the paragraphs included in this chapter include the following:

* This opening paragraph explains what this chapter’s purpose is and hints at what it includes.
* The second paragraph includes conclusions and recommendations regarding the original research problem.
* The third paragraph contains the conclusions and recommendations based on the professional literature in the field.
* The fourth paragraph reflects on the methods used to address the research problem with appropriate conclusions and recommendations.
* The next paragraph reviews the decisions made based on the results from *Chapter Four* and specifically draws conclusions and makes recommendations based on these findings.
* The last paragraph in this chapter addresses the entirety of the research problem with appropriate conclusions and recommendations, and an attempt to complete the circle started in *Chapter One* with the *Statement of the Problem*.

**REFERENCES CITED** (This *Announcement Page* is centered vertically and horizontally)

**REFERENCES CITED**

**APPENDICES** (This *Announcement Page* is centered vertically and horizontally)

**APPENDIX A: TITLE** **OF THE APPENDIX** (Centered vertically and horizontally)

**APPENDIX B: TITLE** **OF THE APPENDIX** (Centered vertically and horizontally)