NORTHEASTERN UNIVERSITY

College of Arts, Media and Design

A Guide to the Preparation and Submission of Theses

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last updated: 07/2017
1. INTRODUCTION

This manual should help you as you prepare your thesis for the Graduate School of the College of Arts, Media and Design. The most important aspects of a thesis are, of course, the content, substance, depth, and accuracy. Correctness in form as required for electronic submission, however, is also important. Reading this manual before you write your thesis will increase the likelihood of routine acceptance of your manuscript, thereby saving you both time and expense.

A. Plagiarism

Northeastern University has a policy of complete honesty in all academic work. This means that ideas or data of others must be acknowledged. All research requires the incorporation of the work of others to compare and contrast, contradict or support one’s own conclusions. Appropriate documentation of these sources will protect one from the charge of plagiarism. The Council of Writing Program Administrators has a clear description of plagiarism:

“In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”

For further information, please refer to The Council of Writing Program Administrators.

B. Division of Research Integrity

The mission of Research Compliance is to educate members of the university community about federal, state and university research regulations and provide assistance to students, faculty and staff in obtaining approval for teaching and research activities under those guidelines. Research Compliance delivers support services for the Northeastern University Institutional Review Board (IRB), the Animal Care and Use Committee and Responsible Conduct of Research. Part of its responsibility is to ensure university-wide compliance with federal, state and university statutes and regulations relating to the protection of human subjects, to the care and use of animal subjects in research and teaching, and to research and scholarly integrity. Research Compliance collaborates with the university units responsible for health and safety, particularly with the University Environmental Health and Safety, as well as the Radiation Safety Committee, Biosafety Committee and Chemical Hygiene Committee.

For further information, please refer to the Division of Research Compliance or contact the appropriate office as noted below:

| Office of Human Subjects Protection | 617-373-7570 |
| Division of Laboratory Animal Medicine | 617-373-3958 |
| Responsible Conduct of Research | 617-373-4588 |
| Environmental Health and Safety | 617-373-2769 |

1 Council of Writing Program Administrators, "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices"
2. IMPORTANT CONTACT INFORMATION:

*General Commencement Questions should be directed to your departmental commencement contact

Other helpful Commencement information:

**NU Commencement Office**  
Email  
617-373-4098

**Graduate School** of the College of Arts, Media and Design  
122 Meserve Hall  
Email  
617-373-5329

**Electronic Submission of your Thesis:**  
Proquest/UMI  
Email  
1-800-521-0600 x7020

3. DEADLINES

*Please refer to the checklist provided in Appendix D of this document. Following the checklist will ensure that you complete all of the steps necessary for graduation.*

**Theses:**  
Submitting the thesis is your responsibility. You should not expect an advisor or departmental staff member to do this for you. We strongly urge you to contact the CAMD Graduate Student Services Manager (mk.smith@northeastern.edu) prior to your defense in order to arrange for a format review of your manuscript. This appointment will be brief but it will ensure that your manuscript is in the correct format and problems in your electronic submission will be avoided.

Please print the following to bring to your format appointment:  
Northeastern University Graduate School Approval Record  
(prepared by you based on the template provided in Appendix A);  
All introductory pages (thesis title page through the table of contents – see Appendix B); A few pages of your text; and  
Any pages for which you have format questions.

Prior to defending your thesis, please create a Northeastern University Graduate School Approval Record (see Appendix A for sample) to bring to your defense and get as many signatures from your committee as possible. Once all committee signatures are obtained, submit the form to the Graduate School (a copy will be returned to your department after it is signed by the CAMD Graduate Student Services Manager). **Note: This must be done prior to the electronic submission and prior to the deadline stated below.**

Theses may be submitted to Proquest/UMI and the Northeastern University Graduate School
Approval Record submitted to the Graduate School at any point during the year, upon completion of all degree requirements. However, in order to be cleared for a specific commencement date, these are the deadlines by which the thesis must be submitted electronically and the Northeastern University Graduate School Approval Record submitted to the Graduate School (122 Meserve Hall). You should allow adequate time for your committee to review your manuscript, and schedule the final defense so that there is enough time for necessary corrections to be made to the document. You should be aware that if you are planning to graduate in August, it may be difficult to assemble your committee for a summer defense, so plan accordingly. Also, make sure to allow enough time to complete the final steps of the submission process before leaving the state or country. If unexpected problems are uncovered in the final stages of the submission process, your graduation could be delayed.

**COMMENCEMENT CEREMONY PARTICIPATION**

December 2017, May 2018 and August 2018 master’s graduates should plan to participate in the May 4, 2018 ceremony.

**Graduate School Deadlines listed below are firm**

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Commencement Ceremony</th>
<th>Thesis Deadline</th>
<th>Thesis Deadline to avoid Continuation Registration in Subsequent Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Graduation</td>
<td>May 4, 2018</td>
<td>December 8, 2017</td>
<td>January 5, 2018 (for May 2018 graduation date)</td>
</tr>
<tr>
<td>(December 16, 2017)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Graduation</td>
<td>May 4, 2018</td>
<td>April 20, 2018</td>
<td>May 4, 2018 (for August 2018 graduation date)</td>
</tr>
<tr>
<td>(May 4, 2018)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Graduation</td>
<td>May 4, 2018</td>
<td>August 17, 2018</td>
<td>August 31, 2018 (for December 2018 graduation)</td>
</tr>
<tr>
<td>(August 30, 2018)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. APPLY TO GRADUATE

Whether or not you are planning to attend the commencement ceremony, you must initiate the commencement process by applying to graduate via your myNEU account. You should apply even if there is a chance that all your requirements will not be completed in time to graduate on a specific commencement date. Do not wait until after you have defended your thesis to put your name on the commencement list, since the clearance process for graduation begins several months prior to commencement. Your department or the Graduate School can easily take your name off the list at the last minute. Even if you do apply to graduate just prior to commencement, you will not graduate if the department and Graduate School have not had sufficient time to complete the full clearance process.

5. ELECTRONIC SUBMISSION

The Graduate School requires your thesis be submitted electronically to Proquest/UMI prior to the deadlines stated above. Below are the steps required to submit your thesis. Please be sure to click on the links so you’ll have all of the necessary information.

1. **Format** your manuscript
   - Sample introductory pages (see Appendix B)
   - Formatting Tips (see Appendix C)

2. Submit your Northeastern University Graduate School Approval Record (see Appendix A)
   
   Ensure that your Northeastern University Graduate School Approval Record (hard copy) has been submitted to the Graduate School, 122 Meserve Hall, prior to submitting your electronic submission of your thesis. The Approval Record is not included in the upload to Proquest.

3. **Convert** your Thesis to PDF on the Proquest Web Site

If the text of your document is in Microsoft Word or RTF format, you can print to a PDF file instead of printing to paper. If your document is in format other than Microsoft Word (ie LaTeX), please refer to the Proquest PDF Questions page section “What software do I need to create PDF files”? 


4. Check your PDF file

Please carefully check the PDF file page by page before submitting it as formatting can shift and pages can go missing.

5. Submit the final, approved copy of the thesis via “Traditional Publishing”

Fees associated with “traditional publishing” are covered by Proquest.

Please use the Northeastern University Employee Directory to ensure your advisor and committee members’ names are correctly spelled.

If you have any questions or encounter problems with the electronic submission, please contact Proquest directly via email or telephone at 1.877.408.5027.

6. Confirming Submission of your Thesis

Once you submit your thesis via the Proquest/UMI web site, both you and the CAMD Graduate Student Services Manager will receive an email acknowledging receipt of your submission. If there is something wrong with the file you submitted, someone will contact you. Please give Proquest a few months to complete its review and make the thesis available through its Proquest Dissertations and Theses Database.

Please note that no student will be cleared for commencement if the Northeastern University Graduate School Approval Record is not submitted to the Graduate School and the electronic version is not received by Proquest/UMI by the deadlines as stated.

6. PAPER DISTRIBUTION

You should consult your department concerning the number of copies of your manuscript that will be required for departmental distribution (note that no other paper copies are required at Northeastern). You are responsible for binding personal copies of your thesis, including the one for your department if the department requires it to be bound. For binding services, please contact larger local copy centers.

7. INFORMATION FROM NORTHEASTERN UNIVERSITY LIBRARIES

Please click here for important information from the NU Libraries.
8. APPENDICES

A. Northeastern University Graduate Approval Record Form

GRADUATE SCHOOL APPROVAL RECORD

NORTHEASTERN UNIVERSITY

Thesis Title: 

Author: 

Department: 

Program: 

Approval for Thesis Requirements of the (insert name of degree)

Thesis Committee

___________________________________ ________________
(insert name), Thesis Committee Chair  Date

___________________________________ ________________
(insert name), Thesis Advisor  Date

___________________________________ ________________
(insert name), Committee Member  Date

___________________________________ ________________
(insert name), Committee Member  Date

Chair of Department

___________________________________ ________________
(insert name)  Date

Graduate School Notified of Acceptance

___________________________________ ________________
Manager of Graduate Student Services  Date
B. Sample Thesis Title Page

Sample Thesis Title Page

PIRACY IN THE AUSTRALIAN RECORDING INDUSTRY:
CONVICTS TO THE CONVICTED

Thesis Presented

by

Richard Strasser

to

The Department of Music

In Partial Fulfillment of the Requirements for the Degree of Master of Science in Music
Industry Leadership

Northeastern University

Boston, Massachusetts

June, 2020
AN EXAMINATION OF FACTORS ASSOCIATED WITH PIRACY IN THE AUSTRALIAN RECORDING INDUSTRY

by

Richard Strasser

ABSTRACT OF THESIS

Submitted in partial fulfillment of the requirements for the degree of Master of Science in Music Industry Leadership in the Graduate School of the College of Arts, Media and Design of Northeastern University

June, 2020
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C. Formatting Tips

FORMATTING TIPS

Copyright – It is at your discretion to add a copyright page. If you choose to do so, the page follows the title page in the thesis. NOTE: If you choose to copyright your document, you will be responsible for the $65 fee.

Lists – lists of tables and figures are not required.

Abstract – we advise that students who are embargoing their documents not include sensitive information in their abstracts, as abstract text is included in the basic information displayed and thus not able to be embargoed.

Margins – follow Proquest’s requirements throughout, including in your appendices.

Page numbers – starting with the thesis title page as “1”, all page numbers should be Arabic.

To place page numbers at the top of the page using Windows XP, format the top margin to one inch by following these steps:

"View"
"Header and footer"
Select "insert page number" - 1st button from left
Select "format page number" - 3rd button from left
Number format - "1, 2, 3,..."
Page numbering - "start at 1"
"OK"

Highlight header display area

Click "right justify" icon

"File" - "Page set up"

"Margins"

"top" - 1" and "bottom" - 1"

"OK"

With cursor on the page number, hit the enter key 4 or 5 times until the page numbers moves below the one inch marker

"Close"

Spacing – for the Table of Contents and Bibliography, you can single space within the chapters or references and double space between them.

Style – bold face type is acceptable and italics are fine.

Type face – you can use more than one type face (i.e., Arial and Times New Roman).

*If you have additional questions, please contact Proquest at 800-521-0600 x7020*
D. **Checklist**

To ensure you have fulfilled all of the required steps in the commencement clearance process, please complete the step-by-step checklist, in order, below.

- **Apply to graduate via myNEU.**  
  (Note: you must do this regardless of whether or not you plan to participate in a ceremony. If you receive an error message via myNEU, please contact your department as your “expected graduation date” may need to be updated.)

- **Prepare and print your Northeastern University Graduate School Approval Record.**

- **Make an appointment with the Graduate School for a format review.** This appointment should occur 1-2 weeks prior to your defense and section 3 of this document explains what you should bring to the appointment.

- **Defend your thesis prior to the Graduate School deadline leaving adequate time for you to make revisions as required by your committee.**

- **Finalize your edits and obtain signatures on the Northeastern University Graduate School Approval Record.** Note that edits cannot be made once the signatures are obtained.

- **Submit your signed (including your Department Chair’s signature) Northeastern University Graduate School Approval Record to the Graduate School, 122 Meserve Hall.**

- **Submit your thesis to the Proquest/UMI web site as soon as the Graduate School signs the Northeastern University Graduate School Approval Record.**

- **Submit a paper copy of your thesis to your department, as required.**

    ~ **CONGRATULATIONS!** ~