

General Information for Plant Biology and Conservation Thesis

All Master of Science theses submitted in Plant Biology and Conservation should be prepared according to the standard guidelines below. These are guidelines and there may be some deviations in order to satisfy requirements of journals to which you would like to submit your thesis for publication. However, a few items must remain as presented here. Namely, follow the format for the title page, include the signature page, an abstract must be included, you must include a table of contents, list of figures, and list of tables.

REMEMBER to fill out all the appropriate forms ahead of time. You must complete:

1. The “Application for Graduation” before your defense.
2. The TGS Master’s Completion form after your defense has been approved.

The above forms can be completed online through CAESAR.

3. You must also complete the PBC “Thesis Defense Decision” form. Bring it to your thesis defense to be filled out by your committee members.

<http://www.plantbiology.northwestern.edu/courses/forms.html>

Generally, the deadline for the “application for graduation” form is in early April for a June graduation and early November for a December graduation. When scheduling your defense, keep in mind the deadline for submitting your completed and approved thesis to TGS. The deadline for a June graduation is usually in mid May, the deadline for a December graduation is usually in mid December. Check the TGS webpage for exact deadlines <http://www.tgs.northwestern.edu/>.

All forms can be accessed through

<http://www.plantbiology.northwestern.edu/courses/forms.html>

Formatting Guidelines for Master of Science Thesis in Plant Biology and Conservation

1. Typography and Figures

Please use *Times* or *Times New Roman*, 12 pt., double-spaced, with 1-inch margins.

Figures must be numbered, include legends, and be easily legible. They may be printed on separate pages rather than being integrated into the text.

2. Title Page

{TITLE}

A THESIS SUBMITTED TO THE FACULTY OF THE PROGRAM IN PLANT
BIOLOGY AND CONSERVATION

BY {NAME}

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF SCIENCE IN PLANT BIOLOGY AND CONSERVATION

{DATE of thesis defense, e.g., JUNE, 2000}

3. Abstract

A concise summary of the research problem addressed, results, and implications of your findings. Be careful to spell out any abbreviations used and avoid technical jargon. The abstract should be no longer than a page (~350 words).

4. Acknowledgements

You are free to acknowledge those who assisted with the completion of your research and thesis. Generally, this section is no more than a page or two.

5. Table of Contents

All theses should contain the sections listed below. Starting and ending page numbers should also be included. You may have several chapters that each contain an Introduction, M & M, Results, and Discussion.

Title page	{page number}
Abstract.....	{page number}
Acknowledgements.....	{page number}
Table of Contents.....	{page number}
List of Figures.....	{page number}
List of Tables.....	{page number}
Introduction/Background	{page number}
Materials and Methods.....	{page number}
Results.....	{page number}
Discussion.....	{page number}
References.....	{page number}

6. List of Figures

This is simply a list of all the titles of your figures and the page on which they are found.

Figure 1. Cross section of fruit	7
Figure 2. View of study site	24

Figure 3. Phylogeny 63

7. List of Tables

This is simply a list of all the titles of your tables and the page on which they are found.

Table 1. Genetic diversity indices	12
Table 2. List of samples	54

8. Proper Reference Formatting

For journal articles:

The authors' names, year, complete title, journal name (italicized), volume, and page numbers must be included.

Example:

Smith, A.L., Jones, B.G. and Johnson, V.M. (1999) The effect of shoveling snow on heart rate. *Journal of Cardiology*, 124:456-488.

For book chapters:

The authors names, year, chapter title, book title (underlined), editors, publisher, city/state in which the work was published, and page numbers must be included.

Example:

Smith, A.L., Jones, B.G. and Johnson, V.M. (1998) The relationships between tachycardia and physical stress. In: Stress and the Heart. Eds., J. Matthews, C.A. Benson and J.J. Carlson. Clinical Press, N.Y. pp. 34-56.

9. The Thesis defense

Your thesis should be turned into committee members at least 2 weeks prior to the defense. It is advised that it be turned into your major advisor before this to solicit comments and make any last minute revisions. The defense presentation will be public (scheduled for ~ 1 hour including questions), followed by the defense to just your committee (schedule 2 hours for this). **You will need to reserve a room, LCD projector, and a computer for the event. This should be done as early as possible to improve chances of securing a good room.** Reserve the room for at least 3 hours through the PBS program assistant, Diane Huebner. Also submit your title and an image along with your thesis defense time and location to the PBS program assistant so that she can make a flyer to advertise. During your committee defense, committee members should focus questions on issues pertaining to the thesis research, but more generalized questions relevant to the research subject are also appropriate. All committee members will sign off on the 'thesis defense decision' form. **The thesis defense decision form should be brought to the meeting by the student and is available at** <http://www.plantbiology.northwestern.edu/courses/forms.html>

On this form, the committee will indicate whether the student has passed with no revisions, with minor revisions, with major revisions, or does not pass. In the case of revisions, it should be specified what they are and if the entire committee needs to see

them once they are made or just the major advisor, before the thesis is officially accepted by the committee. At this point the 'thesis decision form' should be turned into the PBC program assistant. The student should retain a copy for themselves if revisions are expected.

9. Final Thesis Submission

Once the student has made the revisions and they have been approved, the 'thesis defense decision' form will need to be signed again by the major advisor and should be brought to the PBC program assistant (Susan Black) along with a pdf file of the final thesis. **This is a requirement before you can graduate.** Then the program director will sign off and the approval will be communicated to TGS. Keep deadlines in mind for completion. Visit TGS webpage for deadlines: <http://www.tgs.northwestern.edu/>