

# MASTER IN TEACHING PROGRAM

## MASTER'S PROJECT PUBLICATION INFORMATION

### **Form and Style**

The conventions of form serve to facilitate clarity of communication and foster widest understanding of your report. The MIT program requires the use of the Publication Manual of the American Psychological Association (6<sup>th</sup> ed.) (American Psychological Association, 2010) for page layout, citations and references. The expectation is that your work will be of publication quality and consistent use of the American Psychological Association (APA) style will help you achieve that quality. In addition, the following components must be included in the final copies you submit for binding, one of which will be placed in the college Library (see 'Printing and Binding Instructions' in the following section).

**Flyleaf Page:** A Flyleaf page (blank page) needs to be inserted at the *front* and *back* of each copy.

**Title Page:** This is the first page of your written report. 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 in Teaching," and the date the report was completed.

**Approval Page:** Following your title page is the approval page signed and dated by your faculty advisor. Only the main reader will sign off on this page.

**Abstract:** The abstract is a concise summary of your topic, findings and conclusions. The abstract should be no longer than 300 words, double-spaced, block format and should follow your approval page. See *Publication Manual of the APA* for recommended content.

**Acknowledgements:** As a matter of professional courtesy, any source, person or organization from whom you received substantive research and writing support should be acknowledged. The faculty advisor should always be acknowledged.

**Table of Contents:** The table 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 lists of tables, figures, graphs and/or plates and appendices, if any.

**The Text of Your Paper:** This should be organized according to "Evaluating the Development of Your Written Project" in the MIT Project Guidelines booklet and should be formatted according to the conventions of the *Publication Manual of the APA*.

**References:** The reference list at the end of your project documents all materials cited in your text and provides the information necessary to identify and retrieve each source. References cited in the reference list must be cited in the body of your text; conversely, each reference cited in the text must appear in the reference list. You should choose references judiciously and must include only the sources that were used in the research and preparation of your paper. In contrast, a bibliography cites works for background or for further reading. APA style requires reference lists, not bibliographies.

References in APA publications are cited in the text with an author-date citation system and are listed alphabetically in the "References" section of your paper in APA style. Elements of APA-style references, such as author names, titles, and dates of publication are described in the *Publication Manual of the APA*.

Appendices: 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: A piece of colored paper must be inserted in between each copy of your project.

## **Printing and Binding Information**

**Number of copies:** A minimum of two (2) final copies of all Master's projects must be submitted.

- 1) One paper copy ready for binding is submitted to the Teacher Education Office, Seminar 2 E3133.
- 2) The other copy should be saved as a pdf file and submitted to Moodle.

These two copies are required for the TESC Library; the paper bound copy is placed in the main collection for circulation, the digital copy becomes a part of the college archives. If you would like personal copies, please be sure to order and pay for the additional volume(s).

If you are ordering more than the one physical copy of the paper for the library, please place a piece of colored paper in between each set. Candidates who wish to have their own bound copy, or copies, must submit additional copies appropriate for binding. The cost for all printing and binding is assumed by the candidate.

**Physical quality of final paper copy:** Final copies must be printed on acid-free paper to ensure a product that will stand up to the test of time. *Use virgin rather than recycled paper.* The highest quality paper available is recommended. Kinko's has suggested that you print on laser paper. In all cases, new, black ink cartridges and laser printers that receive regular maintenance must be used to create an original. For best results have all final copies printed by a commercial copy center. Home desktop printers, library, college, or store copiers may vary significantly in quality. Choose copy machines you know receive regularly scheduled maintenance and operate at correct settings and temperature.

**Acceptable type fonts:** In publishing, the overriding concern is clarity. Script or decorative fonts are not acceptable for the Master's project. Serif (e.g., Times Roman, Bookman, Palantino, New York) and sans serif (e.g., Helvetica, Geneva) are acceptable. Type-face size should be between 10 and 12 points. Text should be double-spaced and the first line of your paragraphs should be indented five (5) spaces. Margins must be a minimum of one (1) inch on the top, bottom and right. You must leave a one and one-half ( $1\frac{1}{2}$ ) inch left margin to allow for the inside binding.

**PDF digital copy:** The digital copy will be identical to the bound copy in composition and formatting and will conform to the APA style. The copy will be submitted in PDF format which can be attained directly by saving from a word processing document if the program has that capacity or can be scanned using Adobe Photoshop or compatible program and saved as an image in PDF format. Equipment and software for this activity are available in Media Services or the Computer Center.

ONE PDF FILE must be submitted to Terry through Moodle. The file should be named in the following manner: Last Name\_MIT2013

**Approximate cost:** Projects 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). Costs for binding vary depending upon the number of copies bound and the number of lines of lettering. The actual cost for binding your project will be

calculated at the time you submit final copies for binding. When submitting your payment to the Cashier's Office, checks should be made out to "The Evergreen State College".

**Mailing and distribution procedure:** Following sign-off by the faculty advisor and receipt of the binding fee, the Teacher Education Office will process and mail final project copies to the bindery. Turn-around time for binding varies from six (6) to eight (8) weeks. The Teacher Education Office will notify candidates when bound projects are received and forward both a bound copy and the digital copy to The Evergreen State Library to be catalogued and placed in the main stacks and archives. Individual candidate copies must be picked up at the Teacher Education Office Seminar 2 E3133; **final bound copies will not be mailed to MIT candidates.**

**Steps for Successful Completion of Project Binding.** The following are necessary steps to assure proper binding of your project.

1. Each component of your project should be in APA format. ***Please check each of your copies before submission to ensure that all required components are included and that the pages are in proper order.*** For example, the Faculty Approval (sign-off) form must be obtained and included in each of your project copies. An example of this form is attached. Additionally, please include a flyleaf (blank page) in the front and back of each copy. If your project is bound with components missing or the page order is not in proper APA format, you will be responsible for the cost of corrections.
2. The minimum price for binding depends on how many copies of your project you want and how many lines of print the title requires on each book cover. The total cost will also include the standard notation printed on the spine of each book (see the sample book cover illustration attached). To determine the total cost, please fill out the binding order form attached and make a copy.
3. Once you've calculated your total cost, you must deposit your payment into **Account # 29027 at the Cashier's Office.** Checks should be made out to The Evergreen State College and must include your student identification number. Keep the receipt as proof of payment, and attach a copy of your receipt to your Thesis Binding Order Form.
4. Once the paper is appropriate for binding as listed under the "Form and Style" section and after you've submitted your payment to the Cashier's Office, bring the following to the Teacher Education Office Seminar 2 E3133:
  - **At least one paper copy.** Make sure that the number of paper copies submitted is equal to the number ordered and that components such as the Flyleaf, the Title Page and the Faculty Approval form are included in each. Place a piece of colored paper between each set. Be sure to submit your digital copy to Moodle.
  - **Payment receipt from the Cashier's office.**
  - **Two copies of the 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 project.

**NOTE:** A project is not finished until steps 1 – 4 above are completed. Please refer to the Program Covenant for further clarification.

5. After you've submitted your project, the Teacher Education Office will send off groups of the projects to be bound. They will be sent to B & J Bookbinding and will return in six (6) to eight (8) from the time of mailing. One bound copy and the digital copy will be delivered to the library and

any additional copies will be returned to you during your exit interview, which will be scheduled in the spring.

### **MiT Program Completion Policy**

The completion of your project and the award of credit for your work are expected to occur during the winter quarter of your second year in the program. If the paper, in final form, is not received by the deadline specified by the cohort faculty, you will not be advanced to Spring quarter student teaching. See your faculty team for further information.

### **Avoiding Plagiarism**

The program covenant contains the following section:

#### Requirement of Academic Honesty

All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism are violations of the Evergreen Social Contract. Plagiarism is defined as representing the works or ideas of another as one's own in any academic exercise. It includes, but is not limited to, copying materials directly, failing to cite sources of arguments and data, and failing to explicitly acknowledge joint work or authorship of assignments. The MIT faculty also place cultural appropriation without appropriate acknowledgment and/or permission as a form of academic dishonesty.

The following is APA's (1994) stance on avoiding plagiarism:

Quotation marks should be used to indicate the exact words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words are paraphrasing. Each time a source is paraphrased, a credit for the source needs to be included in the text....

The key element of this principle is that an author does not present the work of another as if it were his or her own work. This can extend to ideas as well as written words. (pp. 292, 294)

And this closing advice to candidates:

Both citation (footnotes, parenthetical notes, or endnotes) *and* quotation marks are required whenever you copy exact words and phrases from a source. When you paraphrase or summarize but do not copy exactly, citation is still required. When in doubt, cite; over-citation is an error, but under-citation is plagiarism (Howard, 1995, p. 800).

### **References**

- American Psychological Association (2010). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.
- Howard, R.M. (1995). Plagiarisms, authorships, and the academic death penalty. *College English*, 57(7): 788-806.
- Master in Teaching Program (2011). *Student Guidebook to College & Program Policies & Procedures*. The Evergreen State College Washington.

## **Sample Title Page**

TITLE, CENTERED:  
ADDITIONAL WORDS OF THE TITLE

by  
(Your name)

A Project Submitted to the Faculty of  
The Evergreen State College  
In Partial Fulfillment of the Requirements  
for the degree  
Master in Teaching  
2013

## Sample Approval Page

This Project for the Master in Teaching Degree

by

(Your name)

has been approved for

The Evergreen State College

by



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(faculty signature)

(name), Member of the Faculty

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## Sample Cover Page

<b>N A M E</b>	<b>Examining the Correlation Between K-12 Student Success and Organic Lunches The Untold Story</b> 
	(The Cover Title is set from the Master's Project Title Page with a maximum of 50 letters and spaces per line)
<b>M i T</b>	
<b>2 0 1 3</b>	<b>Carla Emery</b> 
	(Name is considered one line of type)
(Book Spine - name, degree and year is one line of type)	

**Thesis Binding Order Form**  
**The Evergreen State College MIT Program and B & J Bookbinding Co.**

Please print information

Candidate Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Evergreen Account No. **29027 - (Teacher Ed Binding)** e-mail: \_\_\_\_\_

**PRINT GUIDELINES**

Binding Style: Basic      Lettering: Basic, Form B

Name on Spine & Cover: \_\_\_\_\_ Degree: MIT Year: 2013

Paper Title:

(line 1)

(line 2)

(line 3)

(line 4)

**BINDING FEES**

\$25.50 (each book)

**LETTERING FEES**

(per line)

1	Book	\$ 8.00
2	Books	\$ 7.70
3-5	Books	\$ 7.30
6-15	Books	\$ 6.50
16+	Books	\$ 5.90

**CHARGES**

**Binding Fees**

1. Number of Books \_\_\_\_\_ x \$25.50 Basic Binding ..... \$ \_\_\_\_\_

2. Lettering Fees (Note: **Max. 50 letters/spaces per line for the cover title**)

a. Spine 1 line x \_\_\_\_\_ Books x \$ \_\_\_\_\_ per line ..... \$ \_\_\_\_\_

b. Front \_\_\_\_\_ lines x \_\_\_\_\_ Books x \$ \_\_\_\_\_ per line ..... \$ \_\_\_\_\_

(Count your name on the cover as one line.)

**Other Charges**

3. Thickness (only if over 2 " thick; max. 3 ") \_\_\_\_\_ Books x \$8.00 ..... \$ \_\_\_\_\_

**TOTAL CHARGES (add lines 1-3)..... \$ \_\_\_\_\_**

**Submit to Teacher Education Office (Seminar 2 E3133) after verifying the following:**

- ☐ Total amount paid (attach receipt from the TESC Cashier's Office)
- ☐ 2 copies of this binding order form
- ☐ Faculty Approval form completed (signature page)
- ☐ Page order is in correct APA Format and all components are included in each copy with colored paper between copies

Candidate Signature: \_\_\_\_\_