

Liberty University  
School of Music

**Master's Thesis  
Handbook**

**For Students completing the  
Master of Arts in Ethnomusicology**

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## Introduction

The purpose of this handbook is to provide assistance for students pursuing the Master of Arts in Ethnomusicology at Liberty University. The focus of this handbook is specifically on the research and writing of the thesis. Practical suggestions will be included for each of the components of the thesis.

The production of an acceptable thesis represents the culminating experience of the Master of Arts in Ethnomusicology degree program. This scholarly work is an extended discourse on a research topic of significance in the student's field of study.

As this demonstrates the comprehensive nature of course studies and incorporates the scope of educational and professional experience, the student is encouraged to begin thinking about possible topics early in the program and conduct research related to those topics.

A successful scholarly work requires the ability to think constructively and to carry out a program of research that must be demonstrated in the final product. To make a worthy contribution to the greater repository of knowledge, the student should choose a topic that will add to and is based on the current discussion of scholars in the field of study. This necessitates an exhaustive search for what others have written on the proposed topic. The student should not merely repeat what others have written about a given topic but compose an original contribution to the subject. The final scholarly work must embody a well-researched position demonstrating critical judgment and independence of thought.

Essential guidelines for the thesis are found in *A Manual for Writers of Term Papers, Theses, and Dissertations* (current edition) by Kate L. Turabian and in Liberty University's Turabian Sample Paper located on the [Turabian Format Quick Guide](#). Additional instructions as to the form and mechanics of the work will be given in ETHM 650. Accuracy in form, correct grammar, good organization, and a clear and concise English style will be important to a successful work. Students are expected to know and follow the policy on academic honesty stated in the Graduate Catalog.

Students are encouraged to use Grammarly or other editing tools. The role of LU faculty is not to serve as editors; therefore, the School of Music recommends that students employ a professional editor before their final defense. Students may select an editor of their choosing and at their own expense. Students should be aware that they may be required to re-enroll in ETHM 689 if formatting, spelling, or grammar do not meet expectations for the final submission.

A thesis is primarily an academic document demonstrating a high level of proficiency in research and analytical skills. To accomplish this purpose, it may be necessary for the writer to draw

conclusions with which the faculty are not in full agreement. For this reason, it is understood that the views expressed in students' work are not necessarily those of the university, the faculty, or the specific Advisor and Reader who may approve the work. The student should recognize, on the other hand, that the work is being written at Liberty University and for an Advisor and Reader who agree with the doctrinal statement of the institution.

### **Purposes**

The thesis represents the final element of formal training. As such, the work should make a significant contribution to the individual student, the existing body of literature, and to the student's current or desired field. The work must lend research support to a practical application of an applied approach by:

- Showing that the work is supported by appropriate theoretical basis (biblical, ethical, philosophical, psychological, educational, sociological, or theological).
- Describing and defending the work's design and practical implementation.
- Evaluating the significance of the work for academic research, Christian ministry, community service, and/or music education.

### **General Writing Guidelines**

Students are encouraged to download and utilize the Thesis/Dissertation Template provided on the [SOM Thesis/Dissertation Handbook Website](#).

#### **Length**

The minimum acceptable length for a master's thesis is 75 pages, excluding front matter, appendices, or bibliography. See further guidelines below.

#### **Font**

The thesis should be completed in Times New Roman, 12 pt. font. Exceptions are made for tables, figures, captions, footnote matter, etc. Footnotes should be written in 10 pt. font. Italics and quotation marks should be utilized for all sources as defined by Turabian guidelines. Limit the use of **boldface**, except for headings and subheadings.

#### **Margins**

The document should be set to 1 in. margins on all four sides of the document throughout.

## Formatting/Citations

Turabian format must be utilized throughout the thesis. Footnotes should be used for all citations within the thesis. Refer to the Turabian manual for further guidelines regarding Turabian formatting in theses.

## Pagination

Page numbers should be listed in the top, right-hand corner of the page. The Title Page should not be numbered. Pagination should begin with the body of the paper proper with page 1. Pages before the paper body should be lowercase Roman numerals (i.e., ii, iii, etc.) listed in bottom center of the page. (The number i on the Title Page will be hidden.)

## Text Body

The main text of the thesis should be double-spaced, exceptions include lists and block quotation (quotations that span 5 lines or more). Block quotations and lists should be single-spaced and indented 0.5 inches. Main body text should be left-aligned throughout except in the case of headings. The first sentence of each new paragraph should be indented by 0.5 inch. Footnote entries should also be single-spaced with an extra space between each consecutive footnote. Individual bibliography entries should be single-spaced with an additional single space between sources.

Students should refer to the Turabian Manual and Turabian Resources at the [Turabian Format Quick Guide](#) for assistance in formatting their thesis.

## Description of a Scholarly Work

### Thesis

The specific research design is dependent upon the nature of the individual thesis. This design shall be determined through consultation with the Thesis Advisor and Reader. However, all theses should include the following components:

- Paper:
  - Chapter One – Introduction, Background, Statement of Purpose, Research Questions, Hypothesis, Significance of the Study, Research Plan
  - Chapter Two – Literature Review showing a “void” in the literature of the proposed topic.
  - Chapter Three – Methodology of the research
  - Chapter Four – Research Findings
  - Chapter Five – Conclusion, Relationship of the results to the literature review, Limitations, Considerations for Future Study

Note: The minimum acceptable length is 75 pages, excluding the front matter, appendices, or the bibliography. Any exceptions to these guidelines must be approved by the Associate Dean of the School of Music.

- Defense with PowerPoint Presentation (Live teleconference Q & A with Advisor and Reader)

Ethnomusicology Students will begin the process of developing a scholarly work by completing the following courses:

- ETHM 650 – Research Methods in Ethnomusicology
- ETHM 688 – Field Experience in Ethnomusicology
- ETHM 689 – Master’s Thesis Project Proposal & Research
- ETHM 692 – Graduate Ethnomusicology Comprehensive Exam

### **ETHM 650**

Students select a topic, which must be initially approved in ETHM 650. When writing a Thesis consider the following:

- What is the subject you wish to research?
- Your subtitle should answer the “so what” question; in other words, what do you intend to accomplish with this subject’s research that will assist you and your peers in ethnomusicology? What significant improvements could be suggested and implemented based on your Thesis? The title should not exceed 15 words.
- The work must demonstrate an exhaustive knowledge of the existing research, have practical implications for applied ministry or education, report research findings, and contribute to the discipline.

Students also prepare an abstract, which should be limited to 250 words and answer the following questions:

- What is the topic’s description?
- What is the rationale for topic choice?
- What is the research approach?
- What is the potential value of the topic in ethnographic study, Christian ministry, community service, and/or education?

Students will prepare a proposal document to include a relevant literature review on a topic that is centered on one of the following types of research design: A Case Study, Program Evaluation, Experiment, Historical Study, Phenomenological Study, or Critical Issue in ethnomusicology. This assignment, as well as other assignments for coursework in ETHM 650, will guide the student to delve deeply into the selected topic of interest to gather the academic resources necessary to conduct preliminary research. This preliminary research should help the student

examine the current literature to determine the available research on the topic, and the relevancy of the thesis from a practical standpoint.

In this course, students will also complete the **Capstone Planning Assignment** to submit their planned topic and secure faculty to serve on their committee. Completion of the **Thesis or Dissertation Planning Form** is part of this assignment and **must be confirmed before the student is able to register for ETHM 688 or ETHM 689.**

Students will submit to their Advisor the proposal document or initial draft of the thesis developed in ETHM 650, containing the topic, hypothesis, methodology, and literature review for the work. This paper is presented as the proposal and submitted to the Advisor and Reader. Preliminary approval takes place near the end of ETHM 650 in preparation for research and writing in ETHM 688. The paper must be presented in presentation format and must be written in the prescribed Turabian writing style. The paper should be submitted as a Word document, and must contain a title page, abstract, and bibliography of scholarly sources. A PowerPoint presentation should accompany the paper providing an overview of the thesis, its scope, methodology, basis of research, and the anticipated results. This paper, along with the PowerPoint presentation, will be submitted to the Advisor and Reader for feedback and approval.

Additionally, if [Institutional Review Board](#) (IRB) approval is needed for the student's study, he or she will complete [CITI](#) training and request IRB approval during this time. Once IRB approval has been received, the student will register for ETHM 688 and conduct their research. **Research cannot be conducted without IRB approval.**

### **ETHM 688**

Students spend a semester (16 weeks) conducting field research in order to answer the research questions proposed in ETHM 650. Research will likely include in-depth cross-cultural immersion with a given demographic or people group. Students will conduct interviews, develop research logs, and complete cultural music lessons in order to gather information for the thesis.

### **ETHM 689**

After completing ETHM 688, the student will be enrolled in ETHM 689 to further develop and finalize the thesis. Students take ETHM 689 after completing ETHM 650 and ETHM 688, and all but one of their other courses besides 690 and 692. The student is required to be continuously enrolled in ETHM 689 until deemed ready to defend the work. This means that the student must register for the ETHM 689 class every semester until ready to defend with the approval of the Thesis Advisor. If a student does not stay continuously enrolled in ETHM 689 until approved to defend the work, enrollment is broken, and the student must apply for re-admission into the MA in Ethnomusicology. If reaccepted, the student will be required to complete the degree requirements that are in effect at the time of re-admittance.

**Once the student has satisfied the requirements of ETHM 689, he or she will be enrolled in ETHM 690 by their Advisor.**

### **ETHM 692**

This course is a Comprehensive Exam Course for students enrolled in the MA in Ethnomusicology program. It is generally taken along with ETHM 689, as the student is nearing completion of their thesis. Once enrolled, the student will select the dates that they plan to complete the exam. On the date selected by the student, he or she will download four comprehensive questions and will have five days to research and respond to the four questions. This submitted written exam must be in Turabian formatting. Following submission of the Written Exam, the student will complete an Oral Exam via TEAMS or ZOOM with their Advisor and Reader. **This course also requires that the student provide documentation of reading ability in a language other than English.**

### **ETHM 690 – Thesis Defense**

In this course, students defend the thesis begun in ETHM 650 and completed in ETHM 688 and ETHM 689. The thesis is a comprehensive paper written on a specific ethnographic topic selected in consultation between the student and approved faculty. It should illustrate a thorough understanding and mastery of research techniques and demonstrate a level of original discovery suitable for work on the master's level. Students may not enroll in this class until the last semester of graduate work or until all other course requirements for the degree have been successfully completed. Students will complete a presentation and oral defense of the written thesis. **The student's Advisor determines when the student is ready to defend and is responsible for requesting that the student be enrolled in the defense course.**

### Securing Thesis Advisor and Reader

During ETHM 650, students will prepare the Thesis Proposal. Using the **Capstone Planning Assignment** in the course, the student will complete the **Thesis or Dissertation Planning Form** that describes the planned topic and research methodology for the research. Based on the information provided in the form, the School of Music staff will assist the student in confirming an Advisor and Reader. Upon completion of ETHM 650, the student conducts field research in ETHM 688. The student is then registered for ETHM 689 to complete all writing and research under the guidance of the Advisor and Reader.

**Note: Students will not be able to enroll in ETHM 688 or 689 until they have successfully completed and submitted Thesis or Dissertation Planning Form.**

### **Building a Scholarly Work**

The student should utilize the following steps in completing their thesis for the MA in Ethnomusicology:

### Step 1: Apply for Topic Proposal

A topic proposal is submitted in ETHM 650. After receiving initial approval of the topic proposal by the ETHM 650 professor, the student will begin work on the proposal that will later be presented to the Advisor in ETHM 688.

### Step 2: Proposal Approval

As arranged with the Advisor, the student must submit the Proposal to the Advisor and Reader for review and final approval during ETHM 688.

For the Proposal submission, the student must create two documents:

1. **Write a proposal paper. This paper must be submitted** to the student's **Advisor for review and approval**. Students submit to their Advisor and Reader the initial draft of Chapter One, developed in ETHM 650 containing the topic, methodology, and literature review for the work. This paper is submitted to the Advisor and Reader as the proposal for approval. However, the paper should "unpack" the bullet points that are presented in the PowerPoint. The paper should go into further detail so that the proposal committee is well informed of the intent. The Advisor and Reader will use this paper to prepare specific questions they may have concerning the work. The paper should be submitted as a Word document, and must contain a title page, abstract, and bibliography of scholarly sources.
2. **Following are the required elements of the Proposal:**
  - **Title paragraph** with a working title of the thesis, student's name, semester, year.
  - **Statement of the primary research question.** State a clearly worded primary research question. Follow the main question with at least two secondary research questions. In this paragraph students must indicate clearly and concisely the topic about which the reader will be reading.
  - **Significance of the Study.** Indicate why we should care about this study. Indicate which theoretical, empirical, policy or practical contributions the thesis will offer. Students must demonstrate the relevance of their study to practical application and must also describe how the study will contribute to the discipline. Students should also address any pedagogical implications that could be identified through their research.
  - **Core Concepts.** What is the core outcome or interest? What the main concepts of the study, and how will they be measured?
  - **Working Hypothesis.** Provide possible answers to the main research and secondary research questions. What does the student think they will find?
  - **Methodology.** How will the student collect the data or information for their study? How will they evaluate their research hypotheses? Identify possible strengths and weaknesses of the plan to evaluate/ measure the data/ information?

- **Research Plan.** Give the precise steps to be used in the research plan. Include an outline for the thesis, and a proposed timeline for completion of the thesis. Students should share any constraints they may foresee in terms of time, budget, and access to data sources, and how they plan to approach any of these constraints.
- **Bibliography.** Include the bibliography of sources that were used in the PowerPoint. Do not include the entire bibliography for study; only the sources used in the paper and PowerPoint. Citations should be presented on the final slide, as opposed to footnotes throughout the presentation.

### Step 3: Proposal Decision

The committee renders a decision regarding the proposal, and the Advisor communicates one of the three following outcomes:

- **Full Approval** to proceed with no proposal revisions. When this decision is rendered, the student will fully engage the research and writing process according to the established timeline. **Upon full approval, the student may apply for IRB approval, if applicable (see STEP 4 concerning the IRB approval process).**
- **Provisional Approval** to proceed with proposal pending cited revisions. (This is the most common decision). All revisions must be resubmitted to the Advisor according to the established timeline, and the Advisor will indicate the committee's status on your response to the required revisions. **The student may NOT apply for IRB approval until full approval is granted.**
- **Redirection of Proposal.** This decision is rendered in cases where minor revisions will not meet the committee's expectations for the thesis. Examples of reasons this decision might be rendered can include issues such as: the presence of a poorly constructed research plan, a scope of study that is too large or too small, a study focus that does not contribute a meaningful extension of the existing research, a presentation that does not demonstrate a practical application of the research. Further instructions will be communicated via the student's Advisor. **The student may NOT apply for IRB approval.**

### Step 4: Apply for IRB Approval

The [Institutional Review Board](#) (IRB) at Liberty University exists to protect the rights and welfare of participants in research studies being conducted by or with Liberty faculty, staff, and students. One of the ways the IRB protects participants' rights and welfare is to require students conducting research **involving people or information about people** to submit an application to the IRB prior to enrolling participants in or collecting data for their research. The IRB will then review, request revisions of, and approve the application once it meets the standards for approval as set forth by the Office for Human Research Protections (a branch of the U.S. Department of Health & Human Services). There may be cases in which IRB review and approval is not applicable for the thesis, but **only** the IRB may determine this.

It is important for students to take into consideration the approval timeline for the Institutional Review Board as they construct their Thesis Timeline, knowing that anonymous, minimal risk studies are often approved within four weeks while more complicated studies may take six to eight weeks. These approval timelines depend on the quality of the application, the IRB's current application load, and the length of time it takes the student to submit revisions to the IRB.

**Remember the IRB Application must be approved by the IRB prior to conducting a survey, interview, experiment, or field experience and writing Chapters Four and Five. A proposal will not be reviewed in place of the IRB Application.**

**Students must also submit draft copies of research instruments and IRB application.** The IRB homepage on Liberty University's website includes samples of these materials with a copy of any cover letters. The Thesis Advisor will approve all research methods and instruments before they are used. If these documents are flawed, the research may be meaningless. Submission of these drafts and the Institutional Review Board (IRB) application are done through the Cayuse system.

Once students have submitted their IRB application to the Institutional Review Board, they must work directly with the IRB to modify their application until the application is approved. **Save the approval letter because it is one of the required appendices for the thesis.**

#### Step 5: Use Scholarly Sources

Students should research the topic thoroughly and make notes with citations. Students can save much time and frustration by keeping a running list of quotes, statistics, and studies that are similar to theirs.

Sources that are used for the thesis must be scholarly sources. Read the following paragraphs carefully BEFORE beginning research to ensure that *scholarly* sources (as defined below) make up the majority of sources.

#### **Definition of "Scholarly"**

In general, a "scholarly" source is one that is written or edited by a "scholar" -- that is, someone who has earned a graduate degree in the field they are writing about. Having such a degree (usually a doctorate) means the author has had to prove mastery in the field enough to be considered an expert in it. This doesn't mean that the person's interpretation of their field is beyond question or debate; rather, it means that they know enough about the field to have an *informed* interpretation (in other words, one that others ought at least to consider).

"What is scholarly information; and how do you find it?" Most scholarly – or "peer-reviewed," or "juried" sources of information have the following elements:

- Lengthy articles (i.e., **more than seven pages**) or **texts written by experts or scholars**

**for an expert, academic audience** (faculty, graduate students, researchers) in a particular field.

- **Employ a formal, scholarly, or technical writing style utilizing a vocabulary that requires some degree of subject knowledge.**
- The author's expertise is usually given near the beginning or at the end of the article or book, and **an abstract is included with journal articles.**
- Sources are **cited in footnotes and bibliography.**
- They are often reviewed by an author's peers (hence the term "**peer-reviewed**") before publication. It is important to note that the peers referred to here are other scholars or academic experts studying the same academic subject as the author.
- The purpose of the publication is to share information within the subject field. Articles and books are based on original research and experimentation in science or social science or are the writings, criticism, and reviews of scholars in the humanities.
- **Published by academic presses, professional associations, or universities.** Any advertisements are usually for books, journals, or conferences.

#### Step 6: Develop Your Scholarly Work

The following components should appear in the final document. The Thesis Advisor retains the final authority on the nature, scope and organization of the thesis. The thesis should include the following:

- Title Page
- Defense Decision Signatures
- Acknowledgements (optional)
- Abstract (250 words or less)
- Chapter One – Introduction, Background, Statement of Purpose, Research Questions, Hypothesis, Significance of the Study, Research Plan
- Chapter Two – Literature Review showing a "void" in the literature of the proposed topic.
- Chapter Three – Methodology of the research
- Chapter Four – Research Findings
- Chapter Five – Conclusion, Relationship of the results to the literature review, Limitations, Considerations for Future Study
- Back Matter
  - Bibliography: A listing of all source material quoted, summarized, or footnoted in the thesis. Consult the latest edition of *Turabian* for further instructions.
  - Appendices: This section can include supportive documentation as required by the Advisor.
  - IRB Approval (1 page): An official email/memo or documentation from the IRB.

### Step 7: Submit Complete Draft of the Work

Upon the Advisor's permission, students will submit a completed draft of their work as the last assignment in ETHM 689. **Please remember to utilize a proofreading/Turabian editing service of your choosing before you submit your work.**

### Step 8: Defense

The Advisor should request registration for the defense course on behalf of the student once the final work has been submitted on the learning management system and approved by the Advisor and Reader. The defense will occur before the Advisor, Reader, and other faculty that desire to attend. The defense will take place online using a teleconference platform such as Zoom or Microsoft Teams. The candidate should be able to answer these sample questions:

- What is the background of the study?
- Why did you choose the topic?
- What methodology did you use and why?
- What did you learn in research?
- What is the significance of the study?
- What are the limitations of the study?
- How did the findings impact you personally?
- How do you plan to utilize the information?

The student will prepare and use a PowerPoint presentation (8 to 12 minutes) that summarizes the work. The PowerPoint should provide an overview of the thesis, its scope, methodology, basis of research, results, limitations, and recommendations for future study. The student should be prepared to answer detailed questions about the contents of his or her work and PowerPoint presentation.

Upon completion of the defense and recital (if applicable), the work will be approved, returned for modification, or rejected. The final grade will be posted to the learning management system.

See appendix E for Defense Decision form.

### Step 9: Submit to The Jerry Falwell Library (For Thesis Only)

Once students have successfully defended and completed all revisions, they will submit their thesis to [Scholars Crossing](#). Students should review the appropriate Library webpage to get complete updated policies for submitting their thesis. As a graduation requirement, all graduate theses and dissertations must be electronically submitted to the Jerry Falwell Library. The Jerry Falwell Library no longer requires a bound copy. Please visit the [Submitting Thesis and Dissertation Website](#) for specific instructions.

**\*If your goal is to participate in the graduation ceremony, usually held in May, you must have completed the courses on your DCP, with grades posted, and your thesis accepted by the LU Library Digital Commons by the deadline established by the university, usually in the first week of April.**

### Recommended Reading

- Badke, William. *Research Strategies: Finding Your Way through the Information Fog*. Bloomington, IN: Universe, 2011.
- Creswell, John W. *Qualitative Inquiry and Research Design*. Thousand Oaks, CA: Sage Publications, 2007.
- Sensing, Tim. *Qualitative Research: A Multi-Methods Approach to Projects for Doctor of Ministry Theses*. Eugene, OR: Wipf & Stock, 2011.
- Tucker, Dennis C. *Research Techniques for Scholars and Students in Religion and Theology*. Medford, NJ: Information Today, 2000.
- Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Thesis: Chicago Style for Students and Researchers*. Current edition. Chicago: University of Chicago Press.
- Vyhmeister, Nancy J. *Quality Research Papers for Students of Religion and Theology*. Grand Rapids, MI: Zondervan, 2008.

## Appendix A: Introduction to the University Library

Liberty University's Jerry Falwell Library collections are available for use by all School of Music students. The Library is centrally located on the main campus.

The Jerry Falwell Library provides a wide range of materials and services, employs a group of well-qualified personnel consisting of professional librarians and trained support staff, and maintains membership in local, state, regional, and national library cooperative ventures. The Library [www.liberty.edu/library](http://www.liberty.edu/library) provides a wide range of materials and services, including over 317,000 physical items (books, journals, audio-visual items, microforms), more than 176,000 e-items (eBooks, musical scores, plays, e-audio-visual recordings), and 400-plus electronic databases. Through these resources, students have print or electronic access to over 67,000 unique periodicals, over 1.2 million theses and dissertations, and thousands of other historical documents.

Access to the electronic materials is available worldwide to Liberty students and faculty via the Internet. Students can also obtain journal articles from libraries across the United States through interlibrary loan services. The library will ship books from our collection upon request although students are responsible for return postage charges. As Liberty University Online (LUO) students, graduate students have direct toll-free telephone and email access to library personnel. LUO library services include assistance with computer research, document delivery, and book delivery.

Students may search the [Jerry Falwell Library Catalog](#) for books. In the Jerry Falwell Library, the most frequently used and most recent books are on the shelves. Older materials are stored in a robotic retrieval system. Requesting that a book be retrieved from the robotic storage system just means that it will come to the Customer Service desk in the Jerry Falwell Library. It does not mean that the title will be shipped to you. In order to request that Liberty-owned books be shipped to your home, you must create an account and request a title through the ILLiad interlibrary loan and document delivery system. Note that many of our titles are available electronically and the full text may be accessed off campus. Books owned by Liberty may be checked out by students under the current circulation policies in place for graduate online students. See the Library Research Portal for these details. Protect yourself by using a traceable carrier to return materials.

Because of time constraints, the library will not borrow books from other libraries for candidates who live outside the Lynchburg area. Students can use [WorldCat](#) to find books in libraries near them. Many academic and seminary libraries allow non-students to use materials on their campus or pay a small fee for a community borrower's card to allow them to check out materials.

The Library has a number of multi-disciplinary and subject specific journal databases that are available from the library research portal. These include the ATLA Religion Database with ATLASerials, Christian Periodical Index, ProQuest Religion, Old Testament Thesis Project Topics, New Testament Thesis Project Topics, Theological Journal Library, etc.

## **Appendix B: Committee Requirements**

### Advisor Qualifications and Responsibilities

The Advisor will work closely with the student to assist him or her in completing an acceptable Thesis in ETHM 688 and 689.

#### **Duties**

- Approve each assignment and provide detailed feedback both via email and within the learning management system.
- Approve all research (i.e. surveys, questionnaires, etc.) and provide signature for IRB application within 7 days of submission.
- Respond to emails within 36 hours.
- Uphold all submission dates.
- Provide approval for enrollment in defense course *before* scheduling a defense.
- Receive thesis submission JFL documentation *before* posting final grade (for thesis only)
- Post attendance in the learning management system.

#### **Qualifications**

- An earned Doctoral degree from an accredited institution
- Faculty member at Liberty University School of Music
- Approved by the Associate Dean of the School of Music
- Extensive knowledge in the subject area of the student's topic
- A thorough knowledge of Kate Turabian, *A Manual for Writers*

### Reader Qualifications and Responsibilities

The Reader will work with the candidate to assist in completing an acceptable ETHM 689 work. The Reader reports to the Advisor.

#### **Duties**

- Review and read each step of the work.
- Provide comments regarding content and Turabian formatting.
- Participate in the student's oral defense and provide noted revisions.

#### **Qualifications**

- An earned Doctoral degree from an accredited institution and/or a recognized specialist in a related field
- Faculty member at Liberty University
- Approved by the Associate Dean of the School of Music
- Extensive knowledge in the subject area of the student's topic
- A thorough knowledge of Kate Turabian, *A Manual for Writers*

### Appendix C: Thesis Checklist

THESIS COMPONENTS	COMPLETED
Student has been registered for ETHM 689	
IRB Approval secured by student, if applicable	
<b>Thesis Proposal contains:</b>	
Front matter with a title of 15 words or less	
1. Background	
2. Statement of the problem	
3. Statement of the Purpose	
4. Significance of the Study	
5. Research Question and Sub Questions (Thesis Only)	
6. Definition of Terms	
7. Summary	
<b>The final version of the Thesis contains the following elements:</b>	
Title page	
Signature Page	
Abstract	
Acknowledgements (optional)	
Table of Contents	
List of Tables (if needed)	
List of Figures (if needed)	
List of Abbreviations (if needed)	
<b>The Main Body of the Thesis Contains:</b>	
Chapter One: Introduction	
Chapter Two: Literature Review	
Chapter Three: Methodology	
Chapter Four: Research Findings	
Chapter Five: Conclusions	
<b>The back matter of the Thesis contains:</b>	
Appendices (if needed)	
Bibliography	
IRB Approval/ Waiver Page (if needed)	
<b>Thesis has been checked for spelling, grammar, sentence structure, and formatting</b>	
The student has posted all assignments in the online class.	
The student has submitted the thesis through Turnitin to check for plagiarism.	
The Oral Defense was completed and passed	
The student has made all changes required by Advisor	
The student has submitted the Thesis to the Jerry Falwell Library <i>Scholars Crossing</i> . (Thesis Only)	

## Appendix D: Proposal Decision Form

### MA: Ethnomusicology

#### Proposal Decision

The thesis Advisor and Reader have rendered the following decision  
concerning the proposal decision for  
(Student's Name)  
on the Thesis  
(Title)  
as submitted on (Date)

---

#### **Full Approval to proceed with no proposal revisions.**

The student may fully engage the research and writing process according to the established timeline. Upon full approval, the student may apply for IRB approval, if applicable (see STEP 4 concerning IRB approval process).

---

#### **Provisional Approval to proceed with proposal pending cited revisions.**

This is the most common decision. The student must resubmit the proposal with cited revisions according to the established timeline. The Advisor will indicate the committee's status on your response to the required revisions. The student may NOT apply for IRB approval until full approval is granted.

---

#### **Redirection of Proposal**

The student is being redirected to develop a new proposal, as minor revisions will not meet the expectations for the research proposal. The student may NOT apply for IRB approval.

---

**Print Name of Advisor**

**Signature**

**Date**

---

**Print Name of Reader**

**Signature**

**Date**

## Appendix E: Defense Decision Form

### MA: Ethnomusicology

#### Defense Decision

The thesis Advisor and Reader have rendered the following decision concerning the defense for

(Name of Student)

on the Thesis

(Title)

as submitted on (Date)

---

**Full approval to proceed with no proposal revisions.**

The document should be prepared for submission to the Jerry Falwell Library.

---

**Provisional approval pending cited revisions.**

The student must resubmit the thesis with cited revisions according to the established timeline.

---

**Redirection of thesis.**

The student is being redirected to take ETHM 689 again, as minor revisions will not meet the expectations for the thesis.

---

**Print Name of Advisor**

**Signature**

**Date**

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**Print Name of Reader**

**Signature**

**Date**