APPENDIX E: MASTER’S THESIS STYLE REQUIREMENTS

To ensure consistency of GSAS theses, students must prepare their theses to conform to the guidelines outlined below.

E.1 Style Manual
As required by the department guidelines.

E.2 Format

PAPER
GSAS no longer requires the thesis to be submitted in hard copy. The thesis should be submitted through the UMI ETD Administrator website.

TITLE
See sample in APPENDIX G.1 (note the required double spacing).

ABSTRACT
See sample in APPENDIX G.2. Note: The abstract cannot exceed 350 words and should be listed in the table of contents without a page number.

VITA
See sample in APPENDIX G.3. Note: The vita cannot exceed one page and should be listed in the table of contents without a page number.

MARGINS
All margins should be 1 inch, with no printing in the margins.

PAGINATION
Number the first page of any chapter in the center of the page, one double-space below the last line of the text, approximately 5/8 to ¾ inch above the bottom. All other numbers are placed one double-space above the first line of printing and just inside the right margin, that is, approximately 5/8 to ¼ inch from the top and 1 inch from the right edge.

FONT
The pitch of the font should be at least 10, with a pitch of 12 preferred. If proportional spacing is used, the average number of characters per inch (cpi) should not exceed 15. No pencil marks are allowed. If special symbols are required, the symbols within a word processing package should be used.

NOTES
Only footnotes may be used (and no endnotes).

E.3 Arrangement of Thesis Materials

I. Title Page
II. Dedication or Acknowledgments (if used)
III. Table of Contents

IV. Preface (if used)
V. Introduction
VI. Chapters
VII. Conclusion
VIII. Bibliography
IX. Appendices
X. Abstract (no pagination)
XI. Vita (no pagination)

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