

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

Element	Requirements
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: It is recommended that the abstract not 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 3/4 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 3/4 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).

- 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)

E.3- Arrangement of Thesis Materials

- I. Title Page