MASTER’S THESIS STYLE GUIDE

University Style Guide for Masters Theses

Deposit Instructions

Students should refer to https://provost.upenn.edu/graduate-degrees (https://provost.upenn.edu/graduate-degrees/) for the latest information on depositing Research Master’s theses.

Engineering students should refer to https://grad.seas.upenn.edu/student-handbook/masters-thesis/.

Font, Spacing, and Margin Requirements

Any non-italic font 10-12 points in size should be used. Headings may be larger. For enhanced screen readability, use Arial (10pt), Courier New (10pt), Georgia (11pt), Times New Roman (12 pt), or Verdana (10pt) font. For footnotes, figures, citations, charts and graphs, a font of 8 point or larger should be used. Italic type may be used for quotations, words in a foreign language, occasional emphasis, or book titles.

For the sake of readability, it is recommended that the text of the dissertation be double-spaced (except for footnotes, long quoted passages, and lists of tables and figures, which are single-spaced). If desired, authors may choose to single-space the abstract and/or thesis manuscript.

Allow one and one-half inches for the left margin and one inch for all other margins. All text, including page numbers, must fit within these margins.

Organization of the Manuscript

Pages must appear in the following order:

Title Page
Dedication (optional)
Acknowledgment (optional)
Abstract (optional)
Table of Contents (mandatory for theses 50 pages or longer)
List of Tables (optional)
List of Figures/Illustrations (optional)
Main Text
Appendices (optional)
Bibliography/Works Cited

TITLE PAGE

The Title Page must follow the format of the Sample Title Pages (https://provost.upenn.edu/sample-dissertation-title-page/). The author’s full legal name must appear on the Title Page. Although this page counts as page “i” of the preliminary pages (see below), no page number appears on this page.

TABLE OF CONTENTS

A table of contents must be included if the thesis is 50 pages or longer.

PAGINATION

All pages except the Title Page (page i) must have a page number. For the preliminary pages (dedication, acknowledgements, table of contents, lists of graphs, tables, and illustrations), use small Roman numerals (i, ii, iii, ...). For the text and appendices (if any), use Arabic numerals (1, 2, 3, ...). Remember that page numbers must also appear within the margins specified above.

OTHER REQUIREMENTS

For citations, footnotes, references, and grammar, you may follow the guidelines in the Chicago Manual of Style, the MLA Handbook, or the appropriate manual in your field of study.

If you have any other questions about the appearance of the thesis, please contact grad-degree@provost.upenn.edu.

PRACTICAL ADVICE: THE IMPACT OF “POOR RICHARD’S ALMANAC” ON DOMESTIC HABITS IN THE AMERICAN COLONIES

Author’s Name
A THESIS
in
American Civilization

Presented to the Faculties of the University of Pennsylvania in Partial Fulfillment of the Requirements for the Degree of Master of (Arts/Science)

2012

Typed Name
Supervisor of Thesis

Typed Name
Graduate Group Chair