University Style Guide for Masters Theses

Paper Requirements
Two hard copies of the approved thesis must be submitted in separate, appropriate sized boxes or sealable envelopes to the
Graduation Coordinator
Graduate Division of Arts and Sciences
3401 Walnut Street
Suite 322A/6228

Engineering students must submit the approved thesis to the
Office of Academic Programs
School of Engineering
111 Towne Building

The thesis must be printed single-sided on acid-free white paper, 20 lb. (or heavier stock), 8 ½ x 11 inches in size. Copier paper is fine.

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 below. The author’s full legal name must appear on the Title Page, and each copy of the completed thesis must have two original signatures on the Title Page when presented to the Graduate Division Office. Although this page counts as page “i” of the preliminary pages (see below), no page number appears on this page.

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 the
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3401 Walnut Street
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telephone 215-898-7577