GUIDELINES FOR MASTER'S THESIS PREPARATION

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PARTS OF THE THESIS

Title Page

The title page of the thesis must include your full legal name, your department's official name, the title of your work, a thesis submission statement, and the name of the degree you are seeking. Be sure to double-space all portions of your title page. Refer to **Figure 1** as an example.

Figure 1 Sample Title Page

Full Title of Thesis
(centered in top quarter of page)

by

Full name of author

A thesis submitted to the Department of Biological Sciences of Salisbury University in partial fulfillment of the requirements for the degree of

Master of Science Applied Biology

Month, day, and year submitted

Copyright Page

If you would like to copyright your thesis, the copyright page follows the title page. Include a statement of copyright, your full name, and the year centered above the bottom margin of the page and double-spaced. Refer to **Figure 2** as an example.

To register a copyright for your thesis visit the Library of Congress Copyright Office's Web site at http://www.loc.gov/copyright/ or write to the Library of Congress Copyright Office, Washington D.C. 20599.

For information about publishing and copyright see http://www.proquest.com/en-US/products/dissertations/submitted_authors.shtml

Figure 2 Sample Copyright Page

Copyright

by

Full name of author

Year

Signature Page

Your thesis must include a signature page with the **original** signatures of your committee members. That is, do not include a photocopy of the signature page with your thesis. Print out multiple blank copies of the signature page and have each copy signed so that each official copy of your thesis, the two kept in the library and the one or more kept by your department, include original signatures. Signature pages should be on the same cotton bond paper as the remainder of your thesis, should be double-spaced, and should follow the prescribed margins (see Page 5). Your advisor should sign the top line. Include the title of your thesis and your full name on the signature page. Refer to **Figure 3** as an example.

Figure 3 Sample Signature Page

Full title of thesis

by Author's full name
(centered and double-spaced)

APPROVED BY:

Advisor	Date
Committee member	Date
Committee member	Date
Chair, Graduate Committee	Date

Dedication

A dedication page is optional. If you choose to include one, it must be on its own page.

Acknowledgements

An acknowledgements page is optional. If you choose to include one, it must be on its own page.

Table of Contents

A table of contents is **required**. Place the table of contents immediately before the text of the thesis and any lists of illustrations, charts, etc. that you include (see below). Thesis may be written for submission to a journal or it may be written in Chapter format if more than one publication is expected. If written in Chapter format, include all chapter names and main subdivison names in the table of contents. Chapter titles are left-justified and page numbers are right-justified with a dot leader preceding them. Subdivision names should be indented. Make sure to be consistent in the numbering format for section titles used in the table of contents and that used in the text. For example, do not use Roman numerals for chapter titles in the table of contents and Arabic numerals in the text and do not write out numbers as words in the table of contents, but use an Arabic or Roman numeral in the text. Refer to **Figure 4** as an example.

Figure 4 Sample Table of Contents Page

Table of Contents

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Lists of Illustrations

If you are including illustrations, you must include a list of them. Illustrations include pictures, photographs, tables, figures, charts, and graphs. Use a separate list for each type of illustration and format the list exactly as you would format the table of contents. Additionally, each list must be on a separate page.

Abstract

An abstract of your thesis is **required**. Your abstract should be brief (no more than one page) and double-spaced on its own separate page.

Text

The text of your thesis represents the body of your research. Be sure to cite quotations and ideas borrowed from others in a style that is appropriate to your discipline. Consult with your thesis advisor on the appropriate style for your thesis and be consistent in using that style throughout your work.

Appendices

Use an appendix or appendices to include materials that are not an integral part of the text, but that contribute examples or supporting evidence to your research. Include the appendix/appendices after the last page of the text and before the bibliography.

Bibliography/List of References/Works Cited

The style of the references within the text and in the Bibliography section may be formatted for a specific journal. This should be discussed with your thesis advisor prior to submission of your thesis to your advisory committee.

Vita

You may include a brief vita with your thesis. A vita tells the reader basic facts about your birth and your educational experience. If you choose to include a vita, it must be the last page of your thesis and be numbered. It must be written in the third person. That is, avoid the use of the pronoun "I". Refer to **Figure 5** for an example of a vita.

Figure 5 Sample Vita

The author (your full name) was born in (city and state) on (date of birth, including the year). He/She attended (the name of your college/university) from 19xx to 19xx and received a Bachelor of Arts/Science in (your major/majors) in 19xx. He/She began work toward a Master of Science in Applied Biology at Salisbury University in the Fall/Spring/Summer of 20xx.

PHYSICAL FORMAT

Prepare your manuscript using a word processing program.

Paper

Use only one side of high-quality 25 percent or 100 percent cotton bond paper. Check the watermark on the paper to ensure that it is 25 percent or 100 percent cotton bond. Paper must be white and unlined and must be the standard 8-1/2" by 11" size.

Type Size, Font, and Print

Use a 10 or 12-point standard font such as Times New Roman, Helvetica, Geneva, Courier, or Palatino. Avoid using fancy fonts as they are difficult to read and are not appropriate for a thesis. Use the same font throughout the document. While illustrations may be in color, you should use only black type in your manuscript.

When printing your thesis, use a high quality ink jet or laser jet printer. Make sure the type is uniformly dark and crisp throughout the document. It is preferable that you print multiple copies of your thesis, but you may also take your manuscript to be professionally photocopied. Make sure that you request your thesis be photocopied on 25 or 100 percent cotton bond paper and not on regular photocopier paper. Do not photocopy your thesis yourself as that will lead to the thesis being on inappropriate paper and to poor copy quality.

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Pagination

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Spacing

Indent every paragraph and double-space your manuscript, including the title page and copyright page. Check your selected style guide to determine whether long quotations, footnotes, the table of contents, and the bibliography should be single-spaced or double-spaced. Do not add extra spaces between paragraphs or sections.

Margins

To facilitate binding, the left margin of your thesis must be 1-1/2". The remaining margins should be 1-1/4". Page numbers and illustrations must fit within the specified margins. If an illustration is too large to fit into the margins, reduce it so that it will fit.

Illustrations

Tables, figures, graphs, etc. must be numbered. Numeration can be consecutive (Table 1, Table 2, Table 3, etc.) or can be double numbers according to the placement of illustrations within specific chapters. For example, Table 5.1 would be the first table in chapter five of your thesis.

High-quality photocopies of photographs are preferred to actual photographs. However, you may affix original photographs using paper cement. Photographs should be mounted on the same cotton bond paper that you are using throughout the thesis. All illustrations, including mounted photographs, must fit into the prescribed margins

GUIDELINES FOR THESIS SUBMISSION TO THE LIBRARY

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2. The student must prepare three (3) print copies of the thesis to be submitted to the Library.

3. The student must review and complete the following documents: Copyright and Your Dissertation or Thesis, Open Access versus Traditional Publishing, ProQuest/UMI Publishing Agreement. [These documents have been attached.]

4. The student may use "Preparing Your Manuscript for Submission to ProQuest/UMI" has a guideline for formatting the paper if the academic department does not already have guidelines established.

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CHECKLIST

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