



## Thesis Format Guide

This guide has been prepared to help graduate students prepare their research papers and theses for acceptance by Clark University. The regulations contained within have been updated and, in some cases, clarified for the benefit of students, faculty advisors, departments, the Format Advisor and the Graduate School. Any questions about the contents of this guide should be directed to the Format Advisor, Denise Robertson, Geography Building, Room 210, 793-7676.

The Format Advisor is concerned solely with the format of the manuscripts. It is the Advisor's responsibility to make certain that any thesis, dissertation, or research paper submitted in partial fulfillment of a graduate degree at Clark University conforms to the regulations outlined in this guide. Responsibility for the content of any manuscript remains with the student and the faculty advisor(s).

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## Basic Format Guidelines

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Documents submitted to the Graduate School office are organized into three sections:

1. Preliminary documents
2. Text (introductions and chapters)
3. Back matter (notes, bibliography or references, appendices, glossary, etc.)

Consult your committee chair to determine the internal arrangement within the text and reference sections. You should be guided on matters of style by the chair and members of your committee. The following sections specify the format that must be followed in preparing the final copy of your dissertation.

The Graduate School recommends the following books as supplements to the information provided in these guidelines. A copy of each is kept in the Graduate School office for reference purposes.

Turabian, Kate L. *A Manual for Writers*. 7<sup>th</sup> ed. Chicago: University of Chicago Press, 2007.

*The Chicago Manual of Style*. 15<sup>th</sup> ed. Chicago: University of Chicago Press, 2003.

### Working with Long Documents

It is also recommended that you familiarize yourself with some of the more intensive features of Microsoft Word. Go to the help menu and in the contents section look for "Working with Long Documents" to learn about features that could make the writing of your thesis faster and easier. You may also check out the ITS website

<http://www.clarku.edu/offices/its/training/index.htm> for any classes they may offer on using those features.

### Paper

Good quality, white, unlined, non-punched, 8½" x11" paper must be used for the original copy. Minimum weight is 20 lb., and minimum rag (cotton) content is 25%. This paper is standard regulation thesis paper and is available at the University Bookstore or through office supply stores.

**Number of copies**

The Graduate School requires ONE copy. This copy becomes part of the University library's collection. Departments may require additional copies. Check with the graduate assistant in your department. Copy service is available through Curry Printing in the University Center. Binding services are available through Goddard Library.

**Margins**

For copying and binding purposes, every page of your thesis must be kept within the following:

Top: 1.25"                  Right: 1"  
Bottom: 1"                  Left 1.25"

To insure that margins are correct:

In Microsoft **Word** (in Page Setup) use the following settings to insure that margins are correct:

Top = 1.4"                  Right = 1.1"                  Header = 1.3"  
Bottom = 1.1"                  Left = 1.3"                  Footer = 1.1"

Margins must be left justified. All manuscript materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

**Spacing**

The thesis, including the abstract, dedication, acknowledgements, and introduction, must be double-spaced. Footnotes, bibliographies, long quoted passages, as well as items in lists, tables, and appendices may be single-spaced if that style is recommended by the committee chair. Your thesis must be printed on one side of the paper.

**Pagination**

Each page of the entire manuscript must be numbered, except where stated below.

There are two alternative methods for numbering the pages of the body of the manuscript:

1. Top Right-Hand Corner: (recommended)  
Place all page numbers in the upper right-hand corner with the text area, leaving at least 1¼ inches at top and one inch at the right (see templates)
2. Center of Page:  
Place the number for the first page of each chapter in the *center at the bottom of the page* within the text leaving at least a 1" margin at bottom. Place each succeeding page number in the *center at the top of the page* with the text, leaving at least a 1¼" margin at the top)

There are to be **no headings** to the left or right of the page number. See margins above. The placement of page numbers must be consistent throughout the manuscript. Pages should be numbered sequentially throughout the manuscript. Preliminary pages are numbered as follows:

- The Title Page is counted as page i (assumed, do not print number)
- The Abstract is counted as page ii (assumed, do not print number)
- The Academic History page is counted as page iii (assumed do not print number)
- The remaining preliminary pages are numbered with lower case Roman numerals (iv, v, vi, etc). After the title page, abstract, and academic history page begin numbering the next page with iv.
- The main body of the text and the reference section are consecutively numbered with Arabic numerals beginning page "1" and continuing throughout, including text, illustrative materials, bibliography, and appendices.

**Manuscripts with incorrect page numbering will not be accepted by the Graduate School.**

### **Font Size**

Any legible font, except script, italic, or ornamental fonts, is acceptable for the body of the text. The chosen font should be used throughout. Standard font size for text is 12 (no font smaller than 10 will be accepted). Arial, Times New Roman, Helvetica and Century Gothic are recommended.

Italics may be used for quotations and words in a foreign language. Fonts used for appendices, charts, drawings, graphs, and tables may differ from the text. The print should be letter quality with black characters that are clear and easy to read.

### **Photographs and Other Illustrative Material**

Because illustrative material must fit within the specified margins, it is sometimes necessary to use smaller type or make reduced copies. A wide illustration must be placed broadside on the page, with the top toward the binding side. Be consistent in placing page numbers on illustrative material, and remember that all tables (or figures) must be labeled with a number and caption.

Labels or symbols rather than colors should identify lines on a graph whenever possible. If there are many different types of illustrative materials, label them all as figures and number them consecutively in Arabic numerals (1,2,3..) or they may be identified and numbered within each category.

### **Footnotes**

There are two types of footnotes: "reference" and "content". Reference footnotes refer to the source from which the information has been taken; content footnotes make incidental comments, amplify, or make acknowledgements. You must place content footnotes at the bottom of the page they refer to, regardless of whether the regular or scientific format is used. The next section discusses format style.

1. If you use the traditional bottom-of-the-page method, number the content footnotes consecutively with the reference footnotes.
2. If you use either of the "Notes" page styles, do not include a content footnote in the numbering of the reference footnotes. Mark it with an asterisk in the text and on the bottom of the page where it appears. If more than one content footnote appears on a page, use a sequence of one, two, and then three asterisks.
3. If you use the scientific format, content footnotes have their own numbering systems, starting over with each chapter, or each page. Mark the footnote with its assigned number in the text and on the bottom of the page where it appears.

Consult the style manual or guide prepared by an outstanding scholarly association in your field of study for the correct style in referencing works. These manuals and guidebooks can be found in libraries or ordered from the publishers. Consult your department about the correct format to use. If you have any difficulties with footnotes moving to the

next page consult the Microsoft support website at [www.microsoft.com](http://www.microsoft.com) and in the search box type in "footnote moved to next page". Microsoft lists several solutions to this problem.

### *Regular Format*

The English, comparative literature, history, management, some of the social sciences and the graduate COPACE departments generally use this method.

Footnotes are done separately from the bibliography, and both must be included. There are three acceptable styles:

1. Footnotes appear in the traditional manner at the bottom of the page. (The footnote numbering starts over with each new page.)
2. Footnotes appear in a list at the end of each chapter (or section) on pages entitled "Notes". (The footnote numbering starts over with each new chapter.)
3. Footnotes appear at the end of the manuscript on a page entitled "Notes". The notes are numbered consecutively from the beginning to the end of the manuscript. Use this method only for shorter works, since it can be cumbersome.

### *Scientific Format*

The natural sciences, mathematics, and many of the social sciences such as education, geography and psychology generally use this method.

Collect references in a list entitled List of References or Literature Cited at the end of the manuscript. The list serves the purpose of the footnotes as well as of the bibliography.

Short references to items in the list appear in parentheses in the text itself. Of the two commonly used styles, the first is preferred:

1. (author, date of publication, page number, if applicable) For example: (Cohen, 1971, p. 72). If you mention the author in the sentence, the note would appear as (1971, p.72).

2. Place a number after the author's name in the text, enclosed in either parenthesis or brackets. For example: Cohen (5) or Cohen [5]. Number the items in the list at the end of the manuscript by order of their appearance in the text.

### **Permission to Reprint**

You do not need to obtain permission to reprint for sections of fewer than five hundred words or for tables (or other figures) as long as you clearly state your sources. Place the source for a table or other figure directly beneath it.

You must obtain permission to reprint from the author or publisher if you have reprinted more than five hundred words at a time from a copyrighted work. Obtain the permission in writing and keep it for proof. The three acceptable places for acknowledging permission to reprint are:

- ❑ On the copyright page (if you are copyrighting your thesis)
- ❑ On the first page of the reprinted material
- ❑ On a special list of acknowledgements (use this method if there is more than one reprint in excess of five hundred words).

A phrase such as "reprinted by permission of author" should be used (with an asterisk if it appears in the form of a footnote on the first page of the reprinted material). Chapter 4 in the *Chicago Manual of Style* addresses the subject in detail. A copy is kept in the Graduate School Office for reference.

## **Preliminary documents**

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### **Intent to Graduate/Graduation Fee Form (online)**

All students (Masters and Ph.D.) are required to pay a Graduation Fee. Masters students pay \$100 and Ph.D. students pay \$150, which includes the copyright costs regardless of whether the student copyrights his/her work. The fee is billed (in the semester of anticipated completion) to the students' account once the Intent to Graduate online form has been completed. The form is located at <http://www.clarku.edu/graduate/current/intenttograduate.cfm>.

**Templates for the documents below are located at the "Templates" link.**

**Abstract**

An abstract of 150 words or less is required. It is to be a succinct description of your work and should be organized in the following order:

1. Statement of the Problem
2. Procedure and/or Methods
3. Results
4. Conclusions

**Title Page**

The title page provides a basic introduction to your research. The title for your work should be a meaningful description of your manuscript and include key words that can be used by modern retrieval systems. Use word substitutes, formulas, and symbols. Do not put a number on the title page. The Title Page requires your chief instructor's signature.

**Academic History**

Type name, place and date of birth, type of baccalaureate degree (B.A., B.S., etc), source (institution name), and date the degree was conferred. "Other degrees" should include only those degrees, in addition to the baccalaureate, which have already been received (not the one presently being earned). The type and date of your degree, as well as the source, should be included. "Occupation and Academic Connection" should be listed briefly, including the years involved. Include under academic connection the period enrolled as a graduate student at Clark University, and credential titles such as teaching assistant, fellow, or other designation.

**Dedication and/or Acknowledgements**

These pages are optional. If included, they must be numbered with Roman numerals.

**Table of Contents**

A table of contents is required and may follow any format acceptable to your advisor and committee. Be sure to include all main divisions and subdivisions within your text and double space. These pages are to be numbered with Roman numerals (bottom, center of page). If Dedication or Acknowledgements are not included, this will be the first numbered page: iv. Only pages that come after the Table of Contents are listed.

**List of Illustrations or List of Figures**

Follow the format used for your Table of Contents. Use a separate page for each type of list. Use appropriate Roman numerals. Make sure to double space between entries.

**Text**

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You and your committee determine the quality and content of your text. Starting with page 1, the numbering must run consecutively throughout, in Arabic numerals.

Text includes the introduction or preface (if any) and the main body of the manuscript (use of well-defined divisions, such as parts, chapters or sections is recommended).

**Reference Material**

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- The "Notes" page follows the final chapter (if this format is used)
- Appendixes
- Glossary, or list of abbreviations (if applicable)
- Bibliography (or List of References, if Scientific format is used)

The bibliography, used primarily in the regular format, lists sources used--not necessarily every one, but those considered relevant. If the bibliography is longer than two pages, classify it and divide it into sections, according to the type of sources (books, documents, journals, interviews) or periods of time.

A blank page should be included at the end of the manuscript.