

Thesis Format Guide



Introduction:

This guide has been prepared to help graduate students prepare their 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, Graduate School Office, Jonas Clark Room 114B, (508) 793-7676; email gradschool@clarku.edu.

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

Table of Contents

Introduction	3
Section 1: Formatting the Master's Thesis	3
Margins	3
Acceptable Fonts	4
Spacing	4
Pagination	5
Preliminary Pages	5
Title Page	5
Thesis Committee	5
Abstract	5
Academic History	5
Copyright Page	6
Dedication	6
Acknowledgements	6
Table of Contents	6
List of Tables	7
List of Figures	7
Other Items	7
Body of Manuscript	7
Illustrations	7
Bibliography	7
Appendices	8
Order and Pagination of Thesis	8
Section 2: Submitting and Publishing the Thesis	9
Paper Submission to Graduate School Office	9
Signature Page	
Electronic Submission to UMI ProQuest	9
Deposit Agreement Form	10
Publication, Copyright, and Distribution of the Thesis	10
Cost	10
Abstract	11
Copyright	11

Introduction

The master's thesis is a representation of a student's academic work and also a reflection on the faculty advisor, the graduate program, the Graduate School and Clark University. Once the student has submitted his/her thesis to the Graduate School, it will be available for other scholars globally. Professionalism and consistency throughout such work is essential. This booklet of information has been assembled to assist students in the culmination of their efforts as a master's student. As a requirement of graduation, students are required to publish their thesis.

You will see in this document, that there are formatting requirements as well as information regarding submitting and publishing the thesis. **The Graduate School Office will accept only theses that meet these requirements. Failure to do so will result in the delay of a student's degree conferral.**

Prior to submission of the master's thesis, students are encouraged to contact the Graduate School Office at 138 Woodland Street (gradschool@clarku.edu) with any questions regarding this manual or for the thesis to be reviewed for formatting.

Please Note: The *ProQuest ETD Administrator* is the online tool used for submitting theses to *ProQuest Dissertation Publishing* which in this document will be referred to as *ProQuest*.

A thesis is organized into three sections:

1. Preliminary documents
2. Text (introductions and chapters)
3. Back matter (notes, bibliography or reference, 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 submission of your thesis.

The Graduate School recommends the following books as supplements to the information provided in these guidelines.

Turabian, Kate L. *A Manual for Writers*. 8th ed. Chicago: University of Chicago Press, 2007.

The Chicago Manual Style. 17th ed. Chicago: University of Chicago Press, 2003.

Section 1: Formatting the Master's Thesis

Margins

- Every page of the thesis, including all appendices, notes, and bibliography, must have a left margin and top margin of at least 1.25 in (3.175 cm); and right and bottom margins of at least 1 inch (2.6 cm).
- Nothing can appear in the margins, which includes: page numbers, text, tables, graphs, charts, etc.
- Before submitting the final version of the thesis, the Graduate School suggests that the student print sample pages to measure the margins and ensure that they meet the requirements outlined above.

Acceptable Fonts

- Standard fonts such as Tahoma, Times New Roman, Helvetica, Arial, and Courier, are acceptable.
- The thesis should have a minimum of a 10-point font though the standard is 12-point font.
- The use of different fonts to set off examples, quotations, tables, and charts from the rest of the text, as long as all fonts are similar in size and easily readable is accepted. In addition, footnotes, section headings, and chapter titles may be printed in fonts and sizes different from those in the body of the thesis. The size of these characters should be no smaller than 9 points. Students should confer with their faculty advisor to ensure the use of various fonts/sizes meet graduate program requirements as well.
- Ensure that all fonts are TrueType embedded fonts. Manuscripts without TrueType embedded fonts can cause ALL punctuation and formatting to disappear if/when the document is printed from a digital file, and causes delays in the publishing process. Students should embed TrueType fonts at the completion of their final version of the thesis prior to submission to ProQuest. Instructions are given on the ProQuest ETD Administrator. Microsoft Word also offers instructions on embedding fonts.

Spacing

- The thesis is required to be double-spaced or 1 ½-spaced.
- Long quotations, notes, and the bibliography may be single-spaced unless the student's graduate program requires otherwise.

Pagination

Students are responsible for correctly numbering and organizing the pages in their thesis. *Page numbers may only appear at the bottom center of the page.* It is not acceptable to have a page number in any other location on the page.

Preliminary Pages

- The preliminary pages include: title page, abstract with a thesis committee, copyright page, academic history page, dedication, acknowledgements, and table of contents, list of tables (if any), and list of figures (if any).
- The title page, abstract and copyright pages are neither numbered nor are they counted. Page numbers for the rest of the preliminary pages are required, and expressed in lower-case Roman numerals, beginning with page “iv”.
- The thesis may include other items that should be listed, such as notations, list of abbreviations, etc. These items should be included at the end of the preliminary pages keeping with the numbering scheme. If it is unclear whether or not a section should be included with the standard preliminary pages, please contact the Graduate School (gradschool@clarku.edu, 138 Woodland Street).

Title Page

- The title page, which is assumed to be Page i, must be included as the first page of the thesis. (Do not print the page number on the title page)
- The month and year the degree is conferred must be included (not the month and year of the defense).
- The title of the thesis must not contain chemical or mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other nonstandard characters; words must be substituted.
- The title page must include one title for the thesis.
- The student’s name listed on the title page must be the official name on record with the Registrar’s Office.
- The Chief Instructor does not sign the Title Page; the department assistant will send the **Signature Page** signed by the Chief Instructor to the Graduate School Office.

Abstract with Thesis Committee

- This page is assumed to be Page ii. (Do not print page number on page)
- Complete the abstract
- List the members of your committee starting with your chief instructor

- Include the degree of the committee member, i.e. John Doe, PhD.
- If the committee member is not a faculty member of Clark University list the university affiliation below the name.
- There are no signatures required on this page.
- The Abstract 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

Copyright Page

- The copyright page, is not numbered or counted and is required.
- The copyright page should include student's official name on record with the Registrar's Office, the year of graduation, and the copyright symbol or the word "copyright".
- Please note: Although students are not required to register a copyright, ProQuest Publishing does offer the option during the electronic submission process for a fee of \$55. Please see the Proquest ETD Administrator link located at the Electronic Submission link of the Formatting Guide.

Academic History

- This page is assumed to be page iii. (Do not print page number page)
- Type name, month, year of degree conferred and type of Baccalaureate degree (B.A., B.S., etc.)
- Source (institution name), and date of degree (Month and year degree is conferred)
- "Other degrees" should include only those degrees, in addition to the Baccalaureate, which have already been received (not the one presently being earned)
- Type and date of degree, as well as the source, should be included.
- "Occupation and Academic Connection" should include the years involved.
- Any significant occupation or academic connection would be listed briefly.
- 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

- Optional
- If included, it is numbered in lower-case Roman numerals and counted as page iv.

Acknowledgements

- Optional
- If included, it is numbered in lower-case Roman numerals and counted. It is page v. If there is no dedication then it is numbered as page iv.

Table of Contents

- Required: may follow any format acceptable to your advisor and committee.
- It is numbered in lower-case Roman numerals and counted.
- The Table of Contents must include corresponding page numbers referencing each section.
- 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. See templates.

List of Tables (if any)

- A page with a list of tables is required if tables are included in the thesis.
- The list must include the table number, title, and corresponding page number for each table.
- It is numbered in lower-case Roman numerals and counted.
- The list must appear in the Table of Contents

List of Figures (if any)

- The list must include the figure number, title, and corresponding page number for each table.
- It is numbered in lower-case Roman numerals and counted.
- The list of figures must appear in the Table of Contents

Other Items

- If other pages are included with preliminary page (e.g. List of Abbreviations, List of Notations, etc.), they must be numbered in lowercase Roman numerals and counted as well as appear in the Table of Contents.

Body of the Manuscript

- The main text, illustrations, bibliography, and appendices are considered the body of the manuscript.
- Every page in the body of the text, through the bibliography and appendices must be numbered in Arabic numerals starting with page 1.
- The first page of the body of the manuscript (Introduction or Chapter One, etc.), must start with an Arabic number one (1). If it is unclear whether a section counts as part of the body of the manuscript, please contact the Graduate School (gradschool@clarku.edu).

Illustrations

- All materials (e.g., figures, tables, charts, and graphs) must have a number and page number, and must conform to margin specifications, regardless of where the figure caption is located.
- If an illustration, table or graph is in landscape mode the page number must appear in the same position as all other pages.

Bibliography

- The Bibliography page follows the final chapter (if this format is used)
- May be single-spaced and must appear as the last section of the thesis unless appendices are included.
- Appendices
- 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— 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.
- Must be represented in the table of contents

Appendices

- If appendices are used, they should appear as the last section of the thesis and should be represented in the Table of Contents.

Order and Pagination of Thesis

Use the table below to insure the correct order of your thesis prior to submission to the Graduate School Office.

Pages/Section	Required	Pagination
Title Page	Yes	No (assumed Page i)
Abstract	Yes	No (assumed Page ii)
Copyright Page	Yes	No
Academic History	Yes	No (assumed Page iii)
Dedication	No	Yes, begins with page iv
Acknowledgements	No	Yes, if no Dedication then begin with "v" here
Table of Contents	Yes	Yes, if no Dedication or Acknowledgements then begin with "v" here
List of Tables	Yes (if tables used)	Yes
List of Figures	Yes (if figures used)	Yes
Other Items (List of Abbreviations, etc.)	Yes (if included)	Yes
Body	Yes	Yes, begin "1" here
Bibliography	Yes	Yes
Appendices	No	Yes

Section 2: Submitting and Publishing the Master's Thesis

Electronic Submission to ProQuest

Please follow the directions below to submit the thesis online. Any questions can be directed to gradschool@clarku.edu.

Before beginning the submission process, the student must ensure that:

__The thesis is in the final version. Once the Format Advisor has submitted the thesis to ProQuest, revisions cannot be made.

__The full text of the thesis, preliminary pages and manuscript, is in **one** file.

__The full text of the thesis has embedded fonts and is in PDF format. If the text is not already in PDF format, a converter is available on ProQuest's submission site.

__If the PDF converter is used, check the document for accuracy before uploading.

NOTE: It may take 1 or more days to receive the converted PDF from the converter. Plan accordingly.

__The complete file size of the document is less than 100 MB.

__An active email account (other than your Clark email account) in order to create a ProQuest account which students can monitor on a regular basis.

__A credit/debit card readily available for online payment if registering a copyright or ordering copies. There is a mandatory \$25 fee for ProQuest to provide the University with a copy of the thesis to be cataloged in the Library. By submitting the thesis online there is no publishing fee, however, if you chose to register a copyright the fee is \$55 and is payable at the time of submission.

Deposit Agreement Form

ProQuest will make a master copy of the thesis. Upon request from scholars in the field, an electronic or paper copy can be obtained. The publishing agreement form grants ProQuest exclusive rights to publish from their master copy. If you choose to copyright, you retain all other control over your thesis. ProQuest will handle the entire copyrighting procedure for you.

Publication, Copyright, and Distribution of the Thesis

Clark University requires publication of all masters theses. In order to meet this requirement, the Publishing Agreement must be completed and submitted online to ProQuest along with electronic submission of the thesis.

"ProQuest will pay a 10% royalty to ALL sales of your thesis. Royalty payments must exceed \$10.00 in a calendar year to be paid.

Publication by electronic submission does not preclude publication later by other methods. Please note that the Publishing Agreement grants ProQuest the right to distribute theses and abstracts by electronic means. However, the student owns the copyright.

Cost

- There is ***no fee for traditional publishing*** of the thesis through ProQuest; however, there is a \$95 fee for the open access publishing option. Also, a fee of

\$55 is charged to register an optional copyright. (See Copyright section below for more information).

- Payment of the open access publishing fee and optional copyright fee is completed at the time of the thesis submission. The following electronic payment types are acceptable: Visa, MasterCard, American Express, or a debit card with a major credit card company.

Abstract

- **Submission of the abstract is done online with the thesis submission.** Please note: you must also include the PDF full version, although the electronic submission tool has a separate place that you must type in your abstract.
- ProQuest has no word limit on the abstract submitted.
- The abstract will be available to other scholars who may wish to learn more about the thesis topic before ordering a copy of the thesis through ProQuest.

Embargoes

- Authors may choose to restrict access to the full text of their thesis to protect sensitive information or because they have applied for a patent based on their work. In such cases, readers may access a work only after a designated period of time (the embargo period).

There are two aspects to copyright considerations (a) copyright of the thesis, and (b) the use in the thesis of material copyrighted to others.

- a) The Copyright Act adopts the principle of “automatic copyright”. Works created after January 1, 1978 are copyrighted under the federal statute upon their creation. A “work” is created when it is fixed in a tangible form of expression i.e., written or drawn on paper; sculpted or made; placed on film, disc, or videotape; or recorded on sound tape or saved as a computer file. Copyright registration is not a condition of copyright protection. Even though registration is not a requirement for protection, the copyright law provides several inducements or advantages to encourage copyright owners to make registration, including the ability to sue someone for infringement, should that occur. Registration of copyrights with the U.S. Copyright Office may be made for all works before or after publication.

Copyright notice consists of the © or the word “copyright,” the name of the owner of the copyright, and the year that the work was created. The notice should be affixed in a manner and location that gives reasonable notice of the copyright claim. Affixing a copyright notice is no longer required by law. However, it is a good idea and is also recommended. If ProQuest is to register a copyright

for the thesis on the student's behalf with the Library of Congress (of which the U.S. Copyright office is a subsidiary), the Copyright Authorization on the Publishing Agreement section must be completed online.

b) The Copyright Act provides for the legislative recognition of "fair use" of copyrighted materials. The "fair use" of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The student, as the author, bears the responsibility of determining whether "use" is fair or not. In determining whether the "use" in any particular case is "fair use", the factors to be considered include:

- The purpose and character of the "use", including whether such "use" is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and sustainability of the portion used in relation to the copyrighted work as a whole;
- The effect of the "use" upon the potential market for or value of the copyrighted work

Note: If a thesis includes materials from journal articles or other publication authored by the student, a letter authorizing use of this material must be obtained from the publisher and submitted ProQuest. If the student did not retain sufficient rights to include the material in the thesis, consult the publication agreement located on the ETD Administrator to determine what rights were retained.

Questions regarding patent and trademark should not be considered lightly because of its legal nature. For questions, a legal counsel should be consulted. The Graduate School staff is not authorized to answer any legal questions. Students may wish to contact ProQuest Author Relations Department at disspub@proquest.com or 800-521-0600 ext. 77020.