



Thesis Binding Guidelines

Please READ all sections in their entirety before submitting thesis.

PROCESS FOR THESIS REVIEW & SUBMISSION

I. Thesis Formatting Review

- ✓ After you have successfully defended your thesis, you are to use the enclosed **Thesis Formatting Checklist** to assure that all formatting guidelines have been followed.
- ✓ **At least two weeks before the date of commencement**, submit one copy of your thesis printed on inexpensive paper along with the enclosed checklist. To assure that all formatting guidelines have been followed, carefully read through each of the criteria and check in the "student assessment" column that each criterion has been met. Please be attentive to detail. **Note: The checklist also requires the signature of your thesis chairperson before submission to the Graduate College.**
- ✓ **Within 48 business hours**, your thesis copy will be returned to you, reviewed by the Graduate College. Necessary corrections will be noted on the checklist.
- ✓ After you've made the necessary corrections, submit the revised copy with your original checklist to the Graduate College for final approval. Your thesis will be returned with the checklist, indicating **final approval**, or if further revisions are necessary.

II. Printing Your Approved Thesis

- ✓ Once your thesis is approved by the Graduate College, it is your responsibility to locate a quality printer. The campus Print Shop *cannot* print theses. The original typed copy that you take to the printer must be clear and high quality.
- ✓ Theses must be printed on one side of white 8 ½ x 11 inch **20 to 24 pound bond, minimum 25% cotton (linen or rag) content**. This paper can be purchased at the University Store, an office supply store, or a stationery store. **Do not use recycled paper** (many brands of paper with recycled content will not produce clean photocopies). A minimum of **four** finished copies are required for the various university archives. Your personal copies are in addition to these four.

III. Submission of Printed Thesis Copies for Binding

- ✓ Submit the four required printed copies and your personal copies, if any, of your thesis to the Graduate College **no later than the Wednesday before Commencement**. Please note, additional copies **cannot** be ordered at a later date.
- ✓ **Each thesis copy** must have a **signature/approval page** with **original signatures**.
- ✓ Each thesis copy must be submitted in an individual envelope with an additional copy of the abstract securely taped to the outside of the envelope.
- ✓ A **Thesis Binding Form**, available in the Graduate College, must be submitted with the thesis. A **money order payable to the order of the binding company** (personal checks not accepted) must be submitted along with the thesis copies. The name of the company and current price will be provided when submitting the thesis. It can take up to 3 months to bind your theses.

Remember . . .

The more time the Graduate College has prior to Commencement to process your thesis, the sooner you will be notified of necessary corrections and be able to receive approval.

Any thesis not of binding quality or turned in late will delay receipt of your diploma and bound thesis.

Not following these guidelines may result in DIPLOMAS being WITHHELD.

THESIS FORMAT GUIDELINES

Each thesis must follow the Graduate College's thesis format guidelines, enumerated below.

1. **Style Manual** — You may choose the style manual or guidelines that you will use with the approval of your thesis chair; however, it must be a standard system, and it must be used consistently throughout the thesis. You may not create your own. The same system must apply to individual references as well as to bibliographies. (You can consult a list of various writers' guides that explain the rules of the various systems.) Contact your individual Department Graduate Coordinator for additional guidelines that may be required.
2. **Margins** — Margins must be set-up to specific requirements, as follows:
 - a. The top margin is to be one inch (1"), except on the first page of a new chapter, which is to have a 3" top margin.
 - b. The bottom and right margins are to be one inch (1"). For the bottom of the page, there must be one inch below the page number in the footer.
 - c. The left margin must be 1½" to allow for binding.
3. **Font** – The font size should be 12-point and a standard type and easy to read. Script fonts are not acceptable.
4. **Required Pages** – Each thesis must begin with the following pages, in order as follows:
 - a. Cover/Title page
 - b. Signature/Approval page
 - c. Abstract page

Refer to Attachments A, B, and C for the proper format of each required page.

If your thesis involved human subjects, a copy of the signed IRB approval page should be included as the first page of the appendices. If your thesis involved animals, a copy of the signed IACUC approval page should be included as the first page of the appendices.

5. **Page Layout** – All pages must be in portrait layout and printed on one side only. Once again, each new chapter must begin on a new page. Sub-titles presented in the Table of Contents must appear in the text, in consistent wording and order.
6. **Page Numbers** – The required cover/title page, signature/approval page, and abstract page are not numbered. Page numbers should begin immediately thereafter and flow consistently throughout the thesis. Once again, per the guideline for margins, there must be a 1" margin below the page number on the bottom of the page.
7. **Print Quality** – Thesis copies submitted for review and for final printing are to be free of typographical errors, corrections, widows or orphans, and smudges or smears. The paper should be free of wrinkles or bends. If photographs, charts, or other graphics are used, each thesis copy must have originals. Copies are not permitted. If color photographs are used in one copy of the thesis, all copies must contain color photographs.

The Graduate College
East Stroudsburg University of Pennsylvania

THESIS FORMATTING CHECKLIST

Instructions: After you have successfully defended your thesis, use this checklist to perform a *self-evaluation* to assure that you have followed all formatting guidelines. Beside each criterion, place a check mark (✓) and your initials in the box. Pay close attention to detail!! Once you have completed the self-check of your thesis, sign and date this form in the space provided. Next, submit the signed checklist, along with a copy of the thesis, to your thesis chairperson for review and signature.

After the thesis chair has signed the checklist, submit one copy of your thesis printed on inexpensive paper, enclosed in a large envelope with your name, *Thesis Formatting Checklist*, and style manual used, printed legibly on the outside, to the Graduate College. Once submitted, you will be able to pick up your thesis in 48 business hours. You will receive the checklist back indicating either *Revise and Resubmit* or *Final Approval*. If revisions are required, revise and re-submit your thesis, along with the initial checklist, to the Graduate College for a 2nd review. Again, you may pick up your thesis in 48 business hours. When you do receive *Final Approval*, the checklist will be signed and dated in the *Final Approval* line, and you may proceed with printing and binding.

Reminder, submit your thesis to the Graduate College for format review, at least two weeks prior to the end of the semester. Earlier submission is strongly encouraged.

	Reviewer		
	Student	Graduate College	Comments
Margins <ul style="list-style-type: none"> • Top margin – 1" • Top margin, 1st page of new chapter – 3" • Bottom margin – 1" (i.e., 1" below page number) • Right margin – 1" • Left margin – 1-1/2" 			
Font <ul style="list-style-type: none"> • 12-point • Standard type, not script • Easy to read 			
Required Pages <ul style="list-style-type: none"> • Cover/Title Page – correct format, per Attachment A • Signature/Approval Page (original signatures) – correct format per Attachment B • Abstract Page – correct format per Attachment C • IRB Approval Page – first page of the appendices • IACUC Approval Page – if applicable • Pages in correct order 			
Page Layout <ul style="list-style-type: none"> • Portrait layout • Printed on one side • Each chapter starts on a new page • Sub-titles match Table of Contents, in text and order 			
Page Numbers <ul style="list-style-type: none"> • Cover/title page, signature/approval page, and abstract page – no page numbers • Page numbers flow consistently and correctly throughout thesis • Page numbers match the Table of Contents 			
Print Quality <ul style="list-style-type: none"> • Free of typographical errors, corrections, widows or orphans, and smudges or smears • Free of wrinkles or bends 			

Graduate Student Review - *Signature below indicates that I have dutifully completed a review of my thesis in accordance with the format guidelines.*

 Graduate Student

 Date

Thesis Chairperson Review – *Signature below indicates that I have completed a review of the thesis in accordance with the format guidelines.*

 Thesis Chairperson

 Date

Graduate College Review

- Revise and Resubmit** – *Revise your thesis to make the necessary corrections and resubmit, per the instructions above.*
- Final Approval** – *Congratulations, you may proceed with printing and binding, per the Thesis Review & Submission Guidelines.*

 Vice Provost & Graduate Dean

 Date

ATTACHMENT A
Sample Cover/Title Page

TITLE (ALL CAPS)

By

Jane A. Student, <insert initials of highest degree earned other than this degree, i.e., B.S.>
<insert name of university granting last degree>

A Thesis Submitted in Partial Fulfillment of
The Requirements for the Degree of
<insert name of degree, i.e., Master of Science in Biology>
To the Graduate College of
East Stroudsburg University of Pennsylvania

<Insert official date of graduation>

ATTACHMENT B

Sample Signature/Approval Page

This thesis by <insert name> submitted to the Graduate College in partial fulfillment of the degree of <insert degree> on <insert date signed by committee members> has been examined by the following faculty and it meets or exceeds the standards required for graduation as testified by our signatures below.

<Type name, degree>, Thesis Chairperson

Date

<Type name, degree>

Date

<Type name, degree>

Date

<Type name, degree>

Date

ATTACHMENT C

Sample Abstract Page

ABSTRACT

A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of
<insert degree> to the Graduate College of East Stroudsburg University of Pennsylvania.

Student's Name: <insert name>

Title: <insert title>

Date of Graduation: <insert date>

Thesis Chair: <insert name, degree>

Thesis Member: <insert name, degree>

Thesis Member: <insert name, degree>

Abstract

The abstract is to be written in paragraph form, 150 words or less, and include the following basic components:

1. Background/problem statement: What is the need and significance of your research? (i.e., Why do we care about the problem? What practical, scientific, theoretical or artistic gap is your research filling?)
2. Research methods: What procedures did you actually take to get your results? (e.g. analyzed 3 novels, completed a series of 5 oil paintings, interviewed 17 students)?
3. Results/findings: As a result of completing your research procedures, what did you learn/invent/create?
4. Conclusion/implications: What are the larger implications or significance of your findings, especially for the problem identified in the problem statement?