



# Thesis Guidelines

**Please READ all sections in their entirety before submitting thesis.**

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## **PROCESS FOR THESIS REVIEW & SUBMISSION**

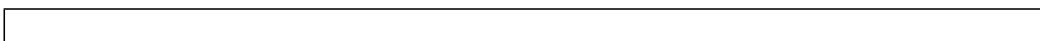
### **I. Thesis Formatting Review**

- ✓ 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.
- ✓ **MAY & DECEMBER candidates: 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 Office of Graduate and Extended Studies.**
- ✓ **JANUARY & AUGUST candidates: At least two weeks before the degree conferral date**, 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 Office of Graduate and Extended Studies.**
- ✓ **Within 48 business hours**, your thesis copy will be reviewed by the Office of Graduate and Extended Studies. Necessary corrections will be noted on your thesis and returned by email.
- ✓ After you've made the necessary corrections, submit the revised hard copy to the Office of Graduate and Extended Studies for final approval. Your thesis will be returned with the checklist, indicating **final approval**, or if further revisions are necessary.

#### **Remember . . .**

***The more time the Office of Graduate and Extended Studies 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 your degree conferral.***



**Not following these guidelines will result in removal from degree conferral.**

## **THESIS FORMAT GUIDELINES**

Each thesis must follow the Graduate and Extended Studies 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.

## Graduate and Extended Studies

*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 Office of Graduate and Extended Studies. 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 Office of Graduate and Extended Studies for a 2<sup>nd</sup> 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 Office of Graduate and Extended Studies for format review, at least two weeks prior to the end of the semester. Earlier submission is strongly encouraged.

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

**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 and Extended Studies 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.

\_\_\_\_\_  
Director of Graduate and Extended Studies

\_\_\_\_\_  
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 Office of Graduate and Extended Studies  
of East Stroudsburg University of Pennsylvania

<Insert official date of graduation>

**ATTACHMENT B**  
**Sample Signature/Approval page**

**SIGNATURE/APPROVAL PAGE**

This thesis by <insert name> submitted to the Office of Graduate and Extended Studies in partial fulfillment of the degree <insert degree i.e., Master of Science in Biology> on <insert date of defense> 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, i.e. Master of Science in Biology> to the Office of Graduate and Extended  
Studies 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 single spaced, 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?