

# FORMATTING GUIDELINES FOR PREPARING A MASTER'S THESIS (OR ESSAY) AT BUCKNELL UNIVERSITY

The following guidelines have been prepared to insure consistent standards of legibility, format, quality of paper, and permanence in the master's theses accepted at Bucknell. The guidelines are based on specific practical concerns: paper must be of good quality and acid-free to last; margins must be wide enough for proper binding without the loss of information; bibliographies must give data clearly so that future scholars can profit from past work. **Theses (or essays) which do not meet these guidelines will not be accepted by the Graduate Office.**

All master's theses submitted at Bucknell are governed by these regulations. Master's essays are expected to comply with the same requirements as theses if the essay is to be filed with the Library. All theses must be filed in the Library and in the appropriate department. Essays are to be filed in the Library if the department so stipulates.

## I. Style

The style of the master's thesis must be appropriate for the discipline in which the thesis is written. The Department of English requires, for example, that master's theses conform to the *MLA Style Sheet*, the Department of Psychology to the *APA Publication Manual*, and the Department of Chemistry to the American Chemical Society's *Handbook for Authors of Papers in the Journals of the American Chemical Society*. Questions regarding the specific style sheet or handbook should be directed to your adviser. Style manuals are available in the Library. Advice can also be obtained from the latest edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, Dissertations* (University of Chicago Press).

## II. General Regulations

- A. A title page of the thesis must be properly signed by the adviser(s) and the department head. The title page with the original signatures must be placed in the thesis copy for the Library. Other thesis copies submitted for binding may have copies of the original title page. (See the sample title page attached to these guidelines). **Note the correct title of the degree as it is named in the *Graduate Catalog*.**
- B. Permission to copy: A page will be inserted before the title page on which the student indicates if s/he permits the thesis to be photocopied. The Page should read: I, Mary Doe, do/do not grant permission for my thesis to be copied. (Purpose: to allow the Library to respond quickly to any requests that material from the thesis be copied for use at other institutions. Granting such permission in no way limits the student's ability to copyright the material.)
- C. An abstract or summary should be prepared for inclusion in the final copy (see section III for the order of thesis components). All theses, including creative writing theses, and essays **MUST** have an abstract.

- D. Copies: One copy must be deposited in the Library and one with the appropriate department. The Library will accept only an original or high quality copy which meets the paper specifications below.
- E. Paper: the paper must be standard size 8 ½" x 11", white 25% (or more) cotton fiber, 24# weight, and neutral pH (acid-free). This paper is available at the Bookstore and is used by Administrative Services in the duplication of all theses. Erasable or chemically treated paper is not acceptable. If there is any doubt about your paper, the paper can be tested at the Graduate Studies Office.
- F. Margins: The left and bottom margins must be 1 ½"; the right and top margins must be 1". These margins must be respected for graphs, charts, illustrations, appendices, etc.
- G. Space of Text: The body of the text must be double-spaced; triple-space between major headings in the text; footnotes should be single-spaced. Tables may be single-spaced.
- H. Type and Quality of Type:
1. It is expected that all theses will be typed on a word-processor. Obvious typing corrections on the final copy are not acceptable. Theses should be printed on a laser printer or letter-quality printer. Dot matrix draft modes are not acceptable. Some laser printers shift the margins during printing, and the word processor margin setting may have to be adjusted. Appendices must also conform to the margin requirements. Check all margins with a ruler.
  2. Typefaces should be used with consistency throughout the thesis text. The Computer Center recommends Courier, Helvetica, and Times Roman, in 10 or 12 point type. These typefaces are available on all laser printers on campus.
  3. Computer printouts in the thesis should be printed by a letter quality printer.
- I. Illustrations, Tables, Charts, Graphs, etc.:
1. All illustrations, tables, charts, graphs, etc., should maintain the required margins and be printed on the same quality paper as the text. Administrative Services can photo-reduce tables, charts, printouts, etc., to conform to the margins standards above in order to insure that no material will be lost when the binding is done. Illustrations which are not suitable for reduction may be folded or placed in a pocket; in this case, students should consult with Mary Lou Neidig (x73315.)
  2. Photographs should be dry-mounted or scanned on the specified quality paper. Photocopies of photographs are not acceptable in the thesis copy to be submitted to the Library. Photographs in published books or articles should also be photographed, not photocopied, for inclusion in theses.
  3. Ink which is not water soluble (ex. India ink, razor point Pilot pen) should be used for all graphs, charts, drawings, illustrations, etc., done by hand. Identification of these items should either be in India ink or typed. Ball point pen or magic marker type pens are not acceptable.

4. Spectrographs are a special problem. It is the responsibility of the author and the thesis adviser to assure legibility of spectra information. Students are advised to make trial photocopies of individual spectra and have the spectra copies approved by the adviser and the Director of Graduate Studies before including them in the thesis.

**J. Pagination:**

1. Prefatory material should be paginated by using lower case Roman numerals. The title page is counted as "i" but not numbered. Subsequent prefatory pages will have Roman numerals in the upper right hand corner  $\frac{1}{2}$ " from the top and 1" from the right edge of the paper.
2. The text should begin pagination with Arabic numerals.
3. A blank page should precede the title page. It is not numbered.
4. The appendix/appendices should continue the pagination of the text and bibliography. Separate pagination of the appendix/appendices may be necessary only in special circumstances.

**III. Order of the Thesis/Essay**

- A. Permission (or refusal) to copy statement
- B. Blank page
- C. Title page(s) with original signatures from appropriate faculty
- D. Acknowledgments (if any)
- E. Table of Contents
- F. List of tables (if any)
- G. List of figures (if any)
- H. Abstract
- I. Body of thesis/essay
- J. Bibliography
- K. Appendix/Appendices (if any)

**IV. Deadline Requirements**

- A. The thesis or essay should be presented to the examination committee, in pre-final typed form with the approval of the thesis adviser, at least three weeks before the last day of classes of the student's final term before graduation. A list of specific deadline dates for each academic term may be obtained from the registrar or graduate office.
- B. After the thesis has been approved by the examining committee, one copy (a final approved draft but before printing the final copy on acid-free paper) should be submitted to the Graduate Office. The Director of Graduate Studies is responsible for determining whether the copy meets the minimal formatting requirements specified in this document. If judged acceptable, copies should be made. Copies will be bound at the student's expense, and this fee is payable at the time the copies are submitted to the Graduate Office. One copy will be retained by the Library for archival purposes; one copy will be kept by the department. The student may have

additional copies bound at her/his expense by this same procedure. The student must pay a postage and handling fee for copies sent off campus.

- C. The grade for the thesis or essay must be submitted to the Registrar by the final day of the University's final examination period (during the summer sessions, the last day of classes). All other incomplete grades must be removed by the final day of classes.

## V. **Cataloging and Copyright**

All Bucknell master's theses are cataloged as part of the Bertrand Library collection. The library uses the information in the abstract to catalog the thesis/essay appropriately. This process results in the thesis being listed in the Library's on-line catalog and on OCLC, a bibliographic database of the collections of over 800 libraries.

Authors have the option of copyrighting and publishing their thesis through University Microfilms International. This process results in the thesis abstract being published in *Master's Abstracts* and gives UMI exclusive rights to reproduce and distribute both the thesis and the abstract. A 10% royalty fee is paid the author for all sales exceeding 6 copies in a given calendar year. A form for registering a thesis with UMI is available at the Library's Reference Desk.

Revised June 2001

Title Page Format:

(TITLE OR THESIS OR ESSAY)  
(In Capitals)

by

(Name of Student)

(A Thesis)  
(An Essay)

Presented to the Faculty of  
Bucknell University  
In Partial Fulfillment of the Requirements for the Degree of  
(Name of Degree) in (Name of Department)

Approved:

\_\_\_\_\_

Adviser

\_\_\_\_\_

Department Chairperson

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(Date: month and Year)