

Library Thesis Requirements

(Revised April 2009)

The purpose of these guidelines is to provide consistent information regarding the format of the thesis, research based project or advocacy project submitted to the library. These guidelines may deviate slightly from the guidelines in a particular style manual; however, it is important to comply with these guidelines in the following areas. Questions concerning thesis content or which style manual to use should be addressed to your department (*see below). All graduate students are required to purchase the style manual adopted by your department. Follow the recommended style manual for anything not covered here.

*MTS Program uses MLA Style Manual and Guide to Scholarly Publishing (Third Edition)

The length of your paper should be between 40 and 60 pages. Any paper over 60 pages in length must be approved by the Director of the MTS program.

Paper Quality Requirements

The copies submitted to be bound must be printed on 8-1/2 by 11 inch, white or off-white, 25% cotton bond minimum, 20 pound weight minimum, acid free or PH neutral paper.

Typeface

The library will accept the typefaces Arial, Courier, Verdana and Times New Roman. MS Word contains these font options. If you are using different software, check with the library on the acceptable font options. Use 12 point type for text and 10 point type for notes. If you need to use a different point type, check with your advisor.

Margins

Margins must be sufficient to allow binding. The left margin should measure 1 1/4 inches. Other margins should measure 1 inch.

Pagination

The entire thesis must be paginated in one consecutive numbering sequence. The title page is considered to be page 1, and every page must be included in the count regardless of whether a number is physically printed on a page. Do not number or count the abstract page. It is not a part of the thesis but is inserted behind the title page for convenience after the thesis is compiled.

Example:

Title Page (page 1)

Abstract (no page number)

Contents (page 2)

Text (Page 3)

Etc.

Printing

All theses must have text in black print. Illustrations, charts and graphs may be in color. The thesis can be submitted in electronic format to the desired copy center, to create a “**first impression**” acid-free print copy. Be aware of the need to create a high quality image – a recopy may not be of the same quality and not be suitable for archival requirements. Smudges and other copy marks are not acceptable. Please do not use correction tape or fluid on the final thesis used for copying.

Submission of copies

The student must submit three copies of the completed and approved thesis to the director of the program. Each copy must have original signatures on the title page.

Copyright

The student should place a copyright notice on the thesis in order to protect the thesis from being copied and distributed (in paper form or electronically) by someone other than St. Norbert College. A copyright notice consists of:

1. the symbol “c” with a circle around it © and/or the word “copyright”
2. year of publication
3. name of the copyright owner
4. words “All rights reserved”

The copyright notice should be placed on the title page.

Example: © 2006 Jane Doe. All rights reserved.

Copyright waiver

When copyright is held by the student, the student must grant royalty-free permission to the College in order to reproduce and publicly distribute the copies of the thesis. This allows the College to interlibrary loan a copy of the thesis to other students, researchers and faculty. This waiver is only for St. Norbert College, no other party. All other parties must comply with copyright law. The student must place the following statement on the thesis title page: **“The author hereby grants to St. Norbert College permission to reproduce and distribute publicly paper and electronic copies of this thesis document in whole or in part.”**

Title

Your thesis can be a useful reference resource for other students only if it can be easily located. Current retrieval systems use words in a title (and sometimes other descriptive words) to locate works. Be sure to choose a title that is a meaningful description of the content of your thesis.

Abstract

Each thesis must include an abstract **not more than 150 words long**. The abstract should be a brief descriptive summary of the thesis; it should state the problem being investigated, method of investigation, results obtained and the conclusions reached. The abstract should follow the title page. (Do not number or count the abstract page. It is not a part of the thesis, but is placed after the title page for convenience.)

Binding

The library will have all three copies bound by a commercial bindery in hard cover. The student will bear the cost of the binding. The check should be made payable to:

St. Norbert College Library. One copy will be retained for the library, one copy will be given to the department, and one copy will be sent to the student. Cost of binding is \$20.00 per copy.