

## Thesis Guidelines

The purpose of these guidelines is to provide consistent information regarding the format of the thesis 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 encouraged to purchase the style manual adopted by your program. Follow the recommended style manual for anything not covered here.

\* MTS Program uses Chicago Style

\* MLS Program uses MLA, APA, or Chicago Style based on the subject of the thesis. Check with your director.

## Typeface

Use 12 point type for text and 10 point type for notes. Typeface should be something readable, such as Times New Roman or Palatino.

## Margins

Margins should be set at no less than 1" and no greater than 1.5. Refer to your specific style guide.

## 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 but not numbered)

Abstract (no page number)

Table of Contents (page 2)

Text (Page 3)

## 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: © 2011 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.

## **Title Page**

Please see the title page example for proper format.

## **Abstract**

Each thesis must include an abstract not more than 100 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.)

An excellent discussion of writing an abstract can be found at:

<http://leo.stcloudstate.edu/bizwrite/abstracts.html>