

## **INSTRUCTIONS FOR PREPARATION OF A MASTER'S THESIS**

### Composition of the Thesis Committee

- There should be a minimum of three, but no more than five members on the committee.
- The majority of the committee members must be full-time Winthrop graduate faculty members.
- The committee is normally comprised of full-time members of the Winthrop University Graduate Faculty. One member is the student's thesis advisor who also serves as chair of the committee.
- In special circumstances, one or more members may be from outside the graduate faculty if that prospective member would bring substantial expertise or experience to the committee. In such a case, the inclusion of the person would require the approval of the chair of the committee, the chair of the student's department, and the dean of the college.
- Only in extenuating circumstances should the composition of the committee change. In such situations, the chair of the student's department must be involved and a written justification by the chair or the graduate coordinator should be submitted.

### Style Manual

- Arts Administration: APA
- Art Education: APA
- Biology: CSE
- Education: APA
- English: MLA
- Fine Arts: MLA
- History: Turabian
- Physical Education: APA
- Nutrition: APA

### Print Quality

- Manuscripts must be printed on a high-quality printer.
- Font style and size, density of ink, etc. will be determined by the graduate program director.\*
- Care must be taken to ensure that characters are readily distinguishable. For example, the letter "I" should be distinguishable from the number "1."

## Margins and Layout

- The left-hand margin must be at least one and a half inches.
- The right-hand, top and bottom margins must be at least one inch, but no more than one and a half inches.
- Page numbers must be no less than one inch from the edge of the paper.
- All pages of the text must have the 8 ½ edge of the paper at the top of the page.
- If tables or illustrations need to be lengthwise on the paper, the top should be on the non-binding edge side.
- Except for prefatory matter, which should be numbered with lower-case Roman numerals, thesis pages should be numbered consecutively beginning with the Arabic number 1.

## Order of the Thesis Elements

1. Approval sheet. A sample sheet is provided at the end of this document. The titles on the approval sheet and on the title page of the thesis must be identical. The approval form is to be placed before the title page. The date on the sheet should be the month and year in which the student expects to graduate.
2. Title page. Every thesis submitted to Winthrop University must contain a title page in the exact form found in the attached example.
3. Abstract
4. Preface and/or acknowledgements. Although not required, if either of these are included, they should be concise.
5. Table of contents.
6. List of tables. Be sure to put in page number of the tables.
7. List of illustrations. Be sure to put in page number of illustrations.
8. Main body of thesis with well-defined divisions or chapters.
9. Appendices
10. References, if applicable. The order of the references and appendices can be reversed if desired.

## Timetable

Weeks prior to the final exam period:

### **Action Required**

10 weeks	Present a complete, typed, preliminary draft to advisor
8 weeks	Present final preliminary draft to all committee members
6 weeks	Committee members return draft with suggestions to advisor

5 weeks	Revisions completed by student and approved by advisor
4 weeks	Final approved typed copy submitted to the dean for approval
2 weeks	Submit one signed copy of the thesis to the Graduate School

### Paper and Reproduction of Copies

- All paper must be either white bond stationary of
  - 20 pound weight and 50 percent rag content,
  - 30% cotton and 24# acid free,
  - fine linen acid free or
  - archival quality (grade A-1)
- All copies must be produced by offset or another process that faithfully reproduces the original.
- Photocopying can be done by Printing Services (105 McBryde) at the student's expense. A three day minimum time frame must be made for this. Printing Services will need an approved but unsigned hard or electronic copy.
- Printing Services will provide an estimated cost and the student must take the estimate to the Cashier's Office and pay for the copying. After paying, the student should show the receipt to Printing Services.

### Binding and Distribution of Copies

- After the thesis has been approved by all appropriate personnel, the student should secure a receipt for the binding fees from the Cashier's Office. Fee information is available in the Graduate School Office.
- A minimum of four unbound copies (2 for the department and 2 for the library) should be boxed and submitted to the Graduate School with a copy of the receipt for the binding fee for each copy requested and a statement bearing the current mailing address and phone number of the student.
- Once the bound copies are returned, the Graduate School will distribute the copies.

### Approved Font Styles for Text

This is the font style of Times New Roman at 12.

This is the font style of Times New Roman at 11.

This is the font style of Arial at 12.

This is the font style of Arial at 11.

TITLE (all caps)

A Thesis  
Presented to the Faculty  
Of the  
College of Visual and Performing Arts  
In Partial Fulfillment  
Of the  
Requirements for the Degree  
Of  
Master of Arts  
In Arts Administration  
Winthrop University

August, 2009

By

Author

(Sample Approval Sheet for Master's Thesis)

May, 20\_\_\_\_\_

To the Dean of the Graduate School:

We are submitting a thesis written by \_\_\_\_\_ entitled \_\_\_\_\_.  
We recommend acceptance in partial fulfillment of the requirements for the degree of \_\_\_\_\_.\*

\_\_\_\_\_  
Thesis Adviser

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Dean, College of Arts and Sciences\*\*

\_\_\_\_\_  
Dean, Graduate School

\_\_\_\_\_  
\*Appropriate degree  
\*\*Appropriate College