

INSTRUCTIONS FOR PREPARATION OF A MASTER'S THESIS

TIMETABLE & APPROVAL PROCESS

Each graduate program and/or college has a recommended timetable based on when thesis defenses, presentations, exhibits, performances, etc. can be scheduled. Please consult with your thesis advisor to establish the timetable needed for your particular project.

It is important to allow ample time between your committee reviews, edits, and final submission to meet the Graduate School deadline in order to graduate.

Once the thesis has been approved by the program committee, the student will submit a PDF copy of the thesis to the Graduate School Office/Assistant to the Dean.

Formatting will be reviewed and all recommendations and changes requested will be emailed to the student within 48 hours of submission

Once the final edited copy has been approved by the GSO/Assistant to the Dean, and the Dean, the student can begin the printing process (details listed under PAPER AND REPRODUCTION COPIES)

Theses are due the Graduate School Office by November 22, 2022. The student will bring one electronic and one paper copy, on thesis quality paper, to the GSO in order to be cleared for graduation.

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(s) 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 of the graduate coordinator should be submitted.

STYLE MANUAL

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

PRINT QUALITY

Font style and size, density of ink, etc. will be determined by the graduate program director and thesis advisor. Care must be taken to ensure that characters are readily distinguishable. For example, the letter "l" should be distinguishable from the number "1".

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.

MARGINS AND LAYOUTS

- The left-hand margin must be at least 1 ½ inches.
- The right-hand, top and bottom margins must be at least 1 inch, but no more than 1 ½ inches.
- Page numbers must be no less than 1 inch from the edge of the paper.
- All pages of text must be vertical.
- 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.
- Do not number the approval or title page.

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 Sheet 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. *A sample sheet is provided at the end of this document.*
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
Do not list "Table of Contents" as a separate line item on the Table of Contents
6. List of Tables.
Be sure to put in a 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.

PAPER AND REPRODUCTION COPIES

After the thesis has been approved by all appropriate parties, including the Dean of the Graduate School, and the student's formatting has been reviewed by the Graduate School, the student is required to provide to the Graduate School, a minimum of:

- one official printed copy (*for the Dacus Library Archives*)
- one official electronic copy (*that directly matches the hardcopy*)

Students may choose to purchase additional printed copies for their personal use.

All paper, for all copies, must be white bond stationary of either:

- 20 pound weight and 50 percent rag content,
- 30% cotton and 24# acid free
- Fine linen acid free
- Archival quality (grade A-1)

The official copy 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 provide an estimated cost for the printing.

The final total cost, which includes a binding fee for each thesis copy, will be charged to the student's account.

The account balance must be paid via Wingspan or through the Cashier's Office before graduation.

BINDING AND DISTRIBUTION OF COPIES

The minimum of one unbound copy should be submitted to the Graduate School office. Check that each copy of your thesis is in the proper order.

The Graduate School will send all copies to be bound. The binding process takes several months.

Once the bound copies are returned, the Graduate School will notify the student that his or her purchased copies are available to be retrieved in the Graduate School Office (211 Tillman Hall).

The Graduate School will distribute required copies of each thesis directly to Dacus Library.

Sample Approval Sheet for Master's Thesis

December or 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
_____*

Name_____, Thesis Adviser

Name_____, Committee Member

Name_____, Committee Member

Name_____, Dean, College of _____**

M. Gregory Oakes, Acting Dean, Graduate School

**Appropriate degree*

***Appropriate College*

Sample Title Page for Master's Thesis

TITLE
(all caps)

A Thesis
Presented to the Faculty
Of the
College of _____
In Partial Fulfillment
Of the
Requirements for the Degree
Of
Master of _____
In _____
Winthrop University

Month, Year

By

Author