

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 Studies deadline in order to graduate, which will be posted on the the Graduate Studies Thesis Guidelines webpage.

Once the thesis has been approved by the program committee, the PDF copy of the thesis will be submitted to the Assistant to the Dean in the Graduate Studies Office.

Formatting will be reviewed, and all recommended changes will be emailed to the student within 48 hours of submission.

Once the final copy has been approved by the Assistant to the Dean and the Dean, the student's thesis requirement will be marked as complete.

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, and 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

- Biology: CSE
- History: Turabian (Chicago Style)
- Human Nutrition: AMA
- Sport & Fitness Administration: APA
- Fine Arts: MLA

Please note that some of the guides only address citation formatting. If document formatting is not specifically addressed, please reference the APA style guidelines.

If you have any questions about formatting, please reference formatting suggestions from the Purdue Online Writing Lab: https://owl.purdue.edu/owl/research_and_citation/

FONTS

Font style and size will be determined by the graduate program director and thesis advisor. Care must be taken to ensure that characters are readily distinguishable.

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 & FORMATTING

- 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 right 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.
- Prefatory matter should be numbered with lower-case Roman numerals, thesis pages should be numbered consecutively beginning with Arabic numbers.

ORDER OF THE THESIS ELEMENTS

1. Approval Sheet: do not number this page.
2. The date on the sheet should be the month and year in which the student expects to graduate. Reference the template at the end of this document for correct formatting.
3. Title Page: do show the page number, however, this page is considered “i” when numbering the preceding pages.
4. Reference the template at the end of this document for correct formatting.
5. Abstract: numbering will begin on this page with “ii”.
6. Preface and/or Acknowledgements: not required but should be concise if included.
7. Table of Contents: do not list “Table of Contents” as a line item, but all other pages, chapters, headings, and subheadings, should be listed.
8. List of Tables, with corresponding page numbers.
9. List of Illustrations, with corresponding page numbers.
10. Main body of thesis: numbered consecutively beginning with the Arabic number 1.
11. Appendices: *not required*.
12. References/Bibliography/Works Cited: reference the relevant style guide for appropriate title.

Approval Sheet for Master's Thesis

(month of graduation), (year of graduation)

To the Dean of the School of Graduate, Continuing, and Online Education:

We are submitting a thesis written by _____ entitled _____
_____. We recommend acceptance in partial fulfillment
of the requirements for the degree of Master of _____.

Name, Thesis Adviser

Name, Committee Member

Name, Committee Member

Name, Dean, College of _____

Jack DeRochi, Dean, School of Graduate,
Continuing, and Online Education

Formatting for the 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 of graduation), (year of graduation)

By

Author