

**ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES
GRADUATE DIVISION**

MASTER'S THESIS PROCEDURES

These guidelines have been prepared to assist you in the successful completion of your master's thesis program. Any questions about the procedures should be addressed to the Associate Dean, Graduate Division.

The student is responsible for a well-organized presentation of personal research and for the following procedures as stated herein:

ENROLLMENT

Continuous enrollment is mandatory from the date of matriculation until the master's degree is conferred.

Master's students who have completed all degree requirements (including the language proficiency) except the thesis **MUST REGISTER** for the appropriate number of master's research courses required by the student's department, as stated in the Graduate Bulletin, and then maintain continuous enrollment until the degree is conferred.

APPROVAL OF THESIS TOPIC

IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO INSURE THAT ALL OF THE FORMS ARE INITIATED, PROPERLY FILLED OUT, AND RETURNED TO THE GRADUATE DIVISION, SJH 135.

1. Student consults the chairperson of the department to arrange for a mentor and at least one reader. The committee may be expanded at the discretion of the Dean.
2. Under the guidance of the faculty mentor, the student prepares a prospectus or research proposal, in accordance with departmental directions. At a minimum, the proposal must include:
 - a. **Objectives**
 - b. **Methodology**
 - c. **References**
3. Student submits the prospectus or research proposal, along with Form #1, **APPROVAL FOR MASTER'S THESIS RESEARCH**, to the Graduate Dean for approval. The form should be signed by the Mentor, the reader, and the chairperson of the department before submission.

STYLE AND FORMAT OF THESIS

In writing the thesis the candidate must follow a standard style approved by the department using the latest edition of the appropriate manual. The following are currently in use by the respective departments:

- **BIOLOGICAL SCIENCES:** Scientific Style & Format: The CBE Manual Edition for Authors, Editors & Publishers, 1994, (latest edition).
- **CHEMISTRY:** (Consult department chairperson)
- **ENGLISH:** Modern Language Association Handbook (latest edition)
- **PSYCHOLOGY:** Style Manual of American Psychological Assn. (latest edition)
- **SOCIOLOGY:** American Sociological Review

All other departments use Turabian. Where a style is completely different from the above is to be used, prior approval of the Dean is required.

NOTE: If the student is using material which is under copyright, permission must be granted from the author(s) prior to duplication. Without this permission the student will be unable to include copyrighted material in the two final copies they submit to the Library for binding. They may, however, use the material in their personal bound copies.

READER'S COPIES

When the mentor determines that the manuscript may be considered a reader's copy, the candidate submits a copy to the readers. This copy must be submitted as though it were a final copy (not a draft copy) even though revisions may be required.

The student will obtain a signature from the readers: **Form 2M - Reader's Copy Receipt.**

The student will also supply the reader with **Form 4M - Professor's Report to the Dean on Reader's Copy.**

The reader's copy is to be submitted **APPROXIMATELY THREE MONTHS PRIOR TO THE END OF THE SEMESTER** in which the student expects to graduate. Consult the Official Academic Calendar in the Graduate Bulletin.

After the reader has completed his/her evaluation of the thesis, he/she is to report, in writing, to the Dean, the results of the findings on **Form 4M - Professor's Report to the Dean on Reader's Copy.**

THESIS: FINAL COPIES

After securing the approval of the mentor, the candidate must submit a copy of the thesis to the Associate Dean for final review. After approval by the Dean, the student must then submit **TWO ORIGINAL FINAL COPIES** of the thesis to the Dean's office. The originals should be prepared (typed, by a computer, etc.) on high quality 20 lb., acid-free, non-erasable bond paper with a minimum of 25% rag or cotton content. The paper must have a good opacity, that is, print on one page should not easily show through the page in front of it - look for a water mark. (This can be purchased at any office supply store, i.e., Staples, Office Max, etc.) **The margins for all copies must be 1½ inches on the left side of each page and 1 inch on each of the other three sides.** *Note that these margins must also be left on pages containing graphs, illustrations, appendices, etc.* Print on all copies must be dark and even.

If a student wants additional copies of the thesis bound for personal use, he or she will supply the desired number of copies, along with a check (\$10 per copy) payable to St. John's University. Such additional copies will be accepted for binding only at the time the student turns in the copies required by the University.

Title Page. Both the original and the copies must bear the signature of the mentor and the candidate. (See sample) Not Numbered.

Abstract. An abstract of the thesis of not more than 350 words, typed, double spaced, must also include the title of the thesis (in all caps) and the name of the candidate. Not Numbered.

Vita. (See sample - this page is not numbered.)

The primary responsibility for the preparation of the text of the thesis rests solely with the candidate. Inasmuch as the thesis is a contribution to scholarship, it should reflect clarity of thought and excellence of exposition. In order to preclude delays in processing, it is incumbent on the candidate to make certain the final bond copies are free from error in grammar and typing, and that the format is adhered to precisely.

The check list below will help you to record your progress.

FORM

DATE SUBMITTED

#1 - Approval Form for Master's Thesis Research

#2M - Reader's Copies Receipt

#4M - Professor's Report to the Dean on Reader's Copy

*The student should verify that the mentor has submitted this form.

NUMBERING THE PAGES

With the exception of Title Page, Abstract, Copyright, Vitae, each page in the thesis should be assigned a number. For the preliminaries, use small Roman numerals (i., ii., iii., iv., etc.). The numbering begins with ii.; the title page counts as page one, but the number does not appear on the title page. Follow style manual for location of page numbers.

For the remainder of the thesis, including the text, illustrations, appendices and bibliography, use Arabic numerals (1,2,3,4,etc.). Each page must be numbered. Try to avoid the use of letter suffixes such as 10a, 10b.

ORDER AND CONTENT

1. Preliminaries:
 - a. Title Page (see sample)
 - b. Abstract
 - c. Preface / Acknowledgments
 - d. Table of Contents
 - e. List of Tables
 - f. List of Illustrations
2. Text:
 - a. Introduction
 - b. Main Body
3. References
4. Appendices
5. Vita (see sample)

THE DEVELOPMENT OF THE LEGEND
OF SAINT HUGH OF LINCOLN

A thesis submitted in partial
fulfillment of the requirements
for the degree of

MASTER OF ARTS

to the faculty of the department of

ENGLISH

at

St. John's University
New York

by

RICHARD ROE

Date Submitted: _____

Date Approved: _____

(Student's Signature)

(Mentor's Signature)

Type Student's Name

Type Mentor's Name

VITA

Name:

Richard Roe

Date of Birth: October 27, 1945

Elementary School: P.S. 91
Glendale, NY
Date Graduated: June, 1957

High School: Jamaica High School
Jamaica, NY
Date Graduated: June, 1961

Baccalaureate Degree: Bachelor of Arts
College: St. John's University
Jamaica, NY
Date Graduated: June, 1965

Other Degrees:
University

Date Graduated: