

**St. John's University**  
**The Peter. J. Tobin College of Business - Graduate Division**  
**Master's Thesis Procedure**

The intention of these guidelines is to assist students in the successful completion of the Master's Thesis. Students should address any procedural questions to the Graduate Dean of The Peter J. Tobin College of Business (TCB).

Students are responsible for following all thesis guidelines and procedures. It is the student's sole responsibility to insure that all thesis forms are initiated, properly completed, and returned to Graduate Division of TCB.

The Master's Thesis carries six-credits and is usually taken as follows:

- BA 901 second to last semester in attendance
- BA 902 last semester in attendance

The Master's Thesis represents a work of higher standard than would be expected of a term paper. Students work at their own pace to write an essay that advances a specific view in the students' chosen field of learning as a result of research. The written thesis essay involves a period of individual scholarship and research, preferably uninterrupted by other studies. The essay provides the students an opportunity to demonstrate their sophistication, skill and ability to undertake independent research using the established methods of analysis most appropriate for the essay's subject. The essay also provides an opportunity to explain the practical usefulness of the research results for the business profession. The following summarize the purposes of the thesis essay:

- To develop a deep appreciation and understanding of existing research and scholarship as it relates to the chosen field.
- To apply research, analysis and evaluation skills to problems of importance to business professionals in the chosen field.
- To write clearly, concisely and convincingly on subjects in the chosen field from an objective viewpoint.

Students in consultation with their Thesis Supervisor within TCB determine the content requirements for the thesis essay. Usually:

- The topic of the thesis directly relates to the student's major area of study.
- The length of the thesis essay is between 18,000 and 30,000 words. (This word count represents a substantial research paper of 60 to 100 pages, formatted as specified by this document).
- Students complete their thesis in two semesters.
- Continuous enrollment is mandatory from the date of matriculation until the Master's degree is awarded.

## The Thesis Process

- I. Find a full-time faculty member of TCB willing to supervise the thesis.
- II. With the guidance of this Thesis Supervisor finalize the thesis topic and the general approach to the development of the thesis essay.
- III. The Thesis Supervisor formally approves the thesis topic using the thesis approval form available for this purpose in this packet.
- IV. The Chairperson of the student's home academic department and the Graduate Dean countersign the thesis approval form.
- V. Register for BA 901.
- VI. At the end of the semester, submit a written statement of progress to your Thesis Supervisor' and the Chairperson of your home department. Based on this progress report, your Thesis Supervisor will assign a grade at the end of the semester.
- VII. Register for BA 902 for the following semester and complete thesis.
- VIII. Upon completion of the thesis, submit two reader's copies as follows:
  - a. One to your Thesis Supervisor
  - b. One to the Chairperson of your home departmentThe Thesis Supervisor and/or the Chairperson will notify you if they require revisions to the thesis.
- IX. Repeat step (VIII) until your Thesis Supervisor, and the Chairperson of your home department are in agreement that the work is acceptable for the thesis requirement.
- X. Upon completion of an accepted thesis, prepare an original final copy of the thesis according to the formatting in the "Style and Format of Thesis" section of this document and submit:
  - a. The original final copy to your Thesis Supervisor.
  - b. A photocopy of the original final copy to the Chairperson of your home department.
- XI. The Thesis Supervisor and the Chairperson sign their respective copies (and the thesis approval form) to indicate final approval of the thesis. The only permitted modifications of the thesis after final approval are formatting changes required for Library approval. The Chairperson of your home department returns his/her signed copy to your Thesis Supervisor.
- XII. You deliver the original copy (and the thesis approval form) to the Graduate Dean of TCB.
- XIII. The Graduate Dean submits the original final copy to the Library for approval.
- XIV. The Graduate Dean notifies you and your Thesis Supervisor directly upon Library approval.
- XV. Your Thesis Supervisor should then notify the Dean's Office as to your final grade for BA902.
- XVI. Prepare two additional original final copies. Return the additional final copies of the thesis to the Graduate Dean for binding. Please note that there is no binding fee for these three required copies. (If you require additional copies the binding fee is \$10.00 per copy).

**Approval Form for Master's Thesis**

To: **St. John's University**, The Peter J. Tobin College of Business - Graduate Division

Date: \_\_\_\_\_

Semester: \_\_\_\_\_

**Approval Form for Master's Thesis**

1. Dr. \_\_\_\_\_ from the \_\_\_\_\_ Department has agreed to be my Thesis Supervisor.
2. Topic or title: \_\_\_\_\_
3. I expect to submit a research proposal by \_\_\_\_\_
4. I anticipate being able to graduate by \_\_\_\_\_
5. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Mentor's Name

\_\_\_\_\_  
Chairperson's Name

\_\_\_\_\_  
Graduate Dean Signature

In BA 901, the student is required to develop a thesis/subject, obtain approval from the Department Chairperson, present an outline of a thesis, complete a major portion of the research and write the introduction and first chapter of the thesis. Credit: 3 hours per semester. Hours to be arranged by the Thesis Supervisor.

In BA 902, the student is required to complete the Master's thesis. Credit: 3 hours per semester. Hours to be arranged by the Thesis Supervisor.

## **Style and Format of Thesis**

### **Thesis: Reader's Copies**

Reader's copies of your thesis (Step VIII) should be submitted:

- a.) The first Monday in October for January conferral
- b.) The first Monday in March for May commencement
- c.) The first Monday in June for September conferral
- d.) The first Monday in April for July commencement (Rome)

### **Thesis: Original Final Copies**

All original final copies (Steps X through XVI) must be on white bond paper of at least 20-pound weight and at least 25% cotton content. The copies should NOT be punched, stapled or bound in any way. Pages should be in numerical order for submission.

Dates for submission of first original final copy (Step X) of thesis:

- a.) The first Monday in December for January conferral
- b.) The first Monday in April for May commencement
- c.) The first Monday in August for September conferral
- d.) The first Monday in June for July commencement (Rome)

Time frame for binding: After a thesis is submitted for binding it will take one and a half to two months for the thesis to be bound and returned to the Graduate Division of TCB. Cataloging of Library copies requires 2-3 weeks. The thesis is returned to the Graduate Division where students may pick up their personal copies.

Questions regarding binding: Please call the Library- Serials Department, (718) 990-6720

### **Style Guidelines:**

All final theses should conform to the APA Publication Manual published by the American Psychological Association.

Margins: The margin on the left side of all pages must be at least **one and one-half (1 ½) inches**. Top, bottom and right margins must be at least **one and one-fourth (1 ¼) inches**. All text, photographs, charts, tables, graphs, drawings, etc. must fit within these specified margins. Please be aware that photocopying sometimes causes text to shift approximately ¼ inch to the left, thereby reducing the size of the left margin.

Spacing: The text (including the text of the Abstract) must be double-spaced. (Space-and-a-half is unacceptable.) Quotations of three or more lines, itemized or tabulated material, footnotes and the bibliography must be single spaced with a double space between entries.

Font: 12-pt font Times Roman

Footnotes: Footnotes must be single-spaced. The preferred location is at the end of the chapter in which the citation occurs. Footnotes placed at the bottom of the page must be separated from the text by a complete underline and there must be a double space between footnotes.

Title page: The title page must follow the format of the attached sample (as per Library.) The date in the center of title page must be the actual date (month/year) that the degree is to be conferred NOT the date the thesis was submitted or approved.

Abstract: An abstract of the thesis, not to exceed 350 words, must be submitted with each copy. It must be placed directly behind the Title page. Follow the format of the attached sample.

Charts and Graphs: All equations and annotations on figures, charts, graphs, etc. must also be in 12-pt type.

Vita: Must follow format of attached sample.

## Order of Table of Contents:

The organization must follow the order below. **Roman Numerals are lower case** and at the bottom center of the page.

Title Page-----	unnumbered but considered page i
(See attached sample.)	
Abstract -----	no page number assigned
Dedication (optional)-----	continue Roman Numerals ii
Preface (optional)-----	continue Roman Numerals iii
Acknowledgements (optional)-----	continue Roman Numerals
Table of Contents-----	continue Roman Numerals

Example of Table of Contents:

Example page numbers:

Introduction .....	1
Major Heading #1.....	15
Major Heading #2.....	25
Major Heading #3.....	35
Etc.....	etc.
References.....	70
List of Figures (if used - <i>Tables and figures do NOT have to be at the end of the thesis. If it makes more sense to put them within the thesis, feel free to do so.</i> )	
Figure 1.....	71
Figure 2.....	72
Etc.....	etc.
List of Tables (if used)	
Table 1.....	74
Table 2.....	75
Etc.....	etc.
Vita. ....	no page #

## Pagination:

The body of the text, including the Introduction, uses **Arabic numerals**, beginning with page 1 on the first page of text. All pages in the body of the document must be numbered, and **numbering must be consecutive and continuous**. THE TITLE PAGE SHOULD NOT BE NUMBERED.

Appendices, bibliography, graphs, attachments, etc. are numbered continuously. Students should be consistent in the formatting and in the use of major divisions.

***This is a sample title page.  
This page is considered to be page "i", but no number is put on the page.***

THE ROLE OF TRADITIONALITY IN  
ORGANIZATIONAL ADAPTATION

By

FIRST NAME Middle Initial LAST NAME

Submitted in partial fulfillment of the requirements

for the degree of Master of Science  
*(note: or the degree of Master of Business Administration)*

ST. JOHN'S UNIVERSITY

May 2003  
*(note: use month and year . no day)*

Submitted  
Date:

Approval  
Date:

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Student Name/Signature

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Thesis Supervisor's  
Name/Signature

***This is a sample abstract, no page number assigned.***

THE ROLE OF TRADITIONALITY IN  
ORGANIZATIONAL ADAPTATION

Abstract

By

JOHN SMITH

***The abstract text begins here . It is double spaced.***

*This is a sample vita.*

## VITA

Name:	Steven S. Smith
Date of Birth	November 24, 1952
Elementary School	H.A.N.C. West Hempstead, NY
Date Graduated	June 1963
High School	Plainview – Old Bethpage H.S. Plainview, New York
Date Graduated	June 1967
Baccalaurate Degree	Bachelor of Arts S.U.N.Y Plattsburgh
Date Graduated	December 1971
Other Degrees	Master of Science L.I.U. at C.W. Post Greenvale, N.Y.
Date Graduated	December 1978
	Professional Diploma Dowling College Oakdale, N.Y.
Date Graduated	June 1998