Master’s Thesis Procedure

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 St. John’s College of Liberal Arts and Sciences Graduate Dean’s Office.

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 ensure that all of the forms are completed and returned to the St. John’s College of Liberal Arts and Sciences Graduate Dean’s Office, St. John Hall, Room 145.

1. Student consults the department Chair 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 department Chair 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:

- Chemistry: consult department Chair
English: *Modern Language Association Handbook*
History: *A Manual for Writers* – Kate Turabian
Psychology: *Style Manual of American Psychological Association*
Sociology: *American Sociological Review*

All other departments use Turabian. Prior Dean’s approval is required for any style different from the above.

*Note: If the student is using material which is under copyright, written 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.*

**Readers’ 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, before the deadline specified in the Graduate Bulletin.

The student will obtain a signature from each reader (Form 2M: Readers’ Copies Receipt).

The student will also supply each reader with Form 3M: Professor’s Report to the Dean on Reader’s Copy. After each reader has completed his/her evaluation of the thesis, he/she is to report, in writing, to the Dean the results on Form 3M.

**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 typed on high quality 20 lb. acid-free, non-erasable bond paper with a minimum of 25 percent rag or cotton content. The paper must have a good opacity (print on one page should not easily show through the page in front of it) and should be watermarked. The margins for all copies must be one and one-half inches on the left side of each page and one 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 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. Additional copies will be accepted for binding only at the time the student submits the copies required by the University.

The primary responsibility for the preparation of the text of the thesis rests solely with the candidate. The thesis, as a contribution to scholarship, should reflect clarity of thought and excellence of exposition. In order to preclude delays in processing, it is incumbent on the candidate to ensure the final bond copies are free from error in grammar and typing and that the format is adhered to precisely. We recommend that the student review the thesis with the Graduate Dean’s Office before final printing on bond paper.
The checklist below will help you to record your progress:

<table>
<thead>
<tr>
<th>Form</th>
<th>Title</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approval Form for Master’s Thesis Research</td>
<td></td>
</tr>
<tr>
<td>2M</td>
<td>Reader’s Copies Receipt</td>
<td></td>
</tr>
<tr>
<td>3M</td>
<td>Professor’s Report to the Dean on Reader’s Copy</td>
<td></td>
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</tbody>
</table>

Order and Content

1. Preliminaries
   a. Title Page: Both the original and the copies must bear the signature of the mentor and the candidate (see sample). This page is not numbered.
   b. Abstract: An abstract of the thesis of not more than 350 words, typed and double-spaced, must also include the title of thesis (in all capitals) and the name of the candidate. This page is not numbered.
   c. Preface/Acknowledgments (start lower-case Roman numbering iii, iv, v, etc.)
   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: This page is not numbered (see sample).

Numbering the Pages

With the exception of the Title Page, Abstract, Copyright, and Vita, each page in the thesis should be numbered. For the remaining preliminaries, use lower-case Roman numerals (E.g.: ii, iii, iv, v, etc.). Follow style manual for location of page numbers.

For the remainder of the thesis, including the text, illustrations, appendices, and references, use Arabic numerals (E.g. 1, 2, 3, 4, etc.). Each page must be numbered. Try to avoid the use of letter suffixes such as 10, 10b, etc.
[THESIS TITLE (IN ALL CAPITALS)]

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

[DEGREE TITLE]

to the faculty of the department of

[DEPARTMENT]

at

St. John's University

New York

by

[CANDIDATE NAME]

Date Submitted:___________________          Date Approved:___________________

__________________________________________  _________________________________

(Student's Signature)                        (Mentor's Signature)
Abstract

TITLE OF THESIS (IN ALL CAPITALS)

Name of Candidate

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Please remember that master's thesis abstracts must not exceed 350 words.
Sample Vita

VITA

Name: Jane Doe

Date of Birth: January 1, 1950

Elementary School: St. Patrick's
Huntington, New York

Date Graduated: June, 1962

High School: Our Lady of Mercy Academy
Syosset, New York

Date Graduated: June, 1996

Baccalaureate Degree: Bachelor of Science
St. John's University
Jamaica, New York

Date Graduated: June, 1970

Other Degrees: Master of Science
St. John's University
Jamaica, New York

Date Graduated: June, 1973