



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Master's Thesis Procedures

Master's students must follow these guidelines to prepare the thesis. Questions about thesis procedures should be addressed to sjcgr@stjohns.edu. All forms pertaining to the thesis are found on the School Forms page and must be submitted to the Dean's office in SJH 145 or sjcgr@stjohns.edu.

Enrollment

Master's students who have completed all degree requirements (including 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 maintain continuous enrollment up to the conferral of degree.

Style and Format of Thesis

Students preparing their thesis must follow the style standards approved for their disciplines (below).

- Biological Sciences: *Scientific Style and Format: The CBE Manual Edition for Authors, Editors and Publishers*
- 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 you are using material under copyright, you must obtain written permission from the author(s) prior to duplication. Without this permission, you will not be able to include copyrighted material in the two final copies you submit to ProQuest.

Thesis Forms

1. **Approval for Master's Thesis Research:** The student will arrange for a mentor and at least one reader for the thesis. Under the mentor's guidance, the student will prepare a thesis proposal in accordance with departmental directions. The proposal must include: Objectives; Methodology; and References. The student will submit the proposal, along with the signed approval form, to the Dean's office.
2. **Reader's Copy Receipt:** With the mentor's approval, the student will submit a copy of the completed thesis to the reader(s) and obtain their signature on the receipt, which the student will then submit to the Dean's office.

3. **Professor's Report to the Dean on Reader's Copy:** Each reader must report his/her evaluation of the thesis to the Dean.
4. **Master's Thesis Ballot:** The mentor will report the outcome of the thesis defense to the Dean's office.
5. **Submission of Final Thesis Copy:** The mentor will distribute this form to members of the thesis committee to certify that the student has made recommended revisions.

Thesis: Final Copies

After successfully defending your thesis, you will follow the submission process outlined in the ETD LibGuide or 1-2-3 Submission. Both of these resources guide you through the creation of an account and submission of your thesis in ProQuest ETD Administrator. Your thesis should follow the formatting guidelines below.

Once you submit your thesis through ETD Administrator, the Dean's office will review your submission for formatting requirements and annotate the PDF using Adobe Acrobat Reader. If your thesis requires changes, you will receive an e-mail at both your school and permanent e-mail addresses stating that either minor or major revisions are required. The e-mail will contain a list of required revisions and the PDF of your thesis with comments from the Dean's office.

After making the required revisions, you will re-submit your thesis to ETD Administrator by following the link in the e-mail. You will continue with the revisions until the Dean's office has determined that your thesis meets all formatting requirements.

Once the Dean's office approves your thesis, we will send your document to the Library for review. The Library will review your thesis and send any necessary changes through ETD Administrator. The Dean's office will guide you through this process toward the Library's final acceptance of your thesis.

St. John's University Libraries
Guidelines for Theses & Dissertations

Format and Style Specifications

Margins

- Margins on the left side of all pages must be at least 1 ½ inches and a minimum of 1 inch margin on the remaining 3 sides
- For horizontal (landscape) pages, the 1 ½ inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages
- All charts, tables, photos, graphs, etc, must fit within these specified margins

Pagination

- **Preliminary pages** should be numbered using **lower case Roman numerals** (i, ii, iii, iv, etc.) with some exceptions
 - The **title page** is understood to be Roman number i, but the number does **not** appear on the page
 - The **copyright page** and the **abstract** should **not** be numbered and do not count towards the numbering of preliminary pages
- The **main body** of the thesis or dissertation, including appendices and references, should be numbered with **Arabic numerals** (1, 2, 3, 4, etc.)
 - The **vita** should **not** be numbered
- There should be **no blank pages** in the document

Arrangement of Materials

Your thesis or dissertation should be arranged in the following order:

Title Page

- Title, degree name, department or division name, and school or college name should be in all CAPITAL LETTERS
- Signatures are on file with Dean's office and not required
- The title page is understood to be Roman number i, but the number does not appear on the page

Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

Copyright Page

- The copyright page includes the candidate's name and the year of graduation
 - Graduating year must be the same as provided in the ProQuest ETD Administrator
 - The copyright page should not display a page number and is not counted when numbering preliminary pages
- Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements
- Filing for copyright registration is optional and can be done when submitting through ETD Administrator for a fee of **\$75**

Abstract

- An abstract may not be more than 350 words
- The title of the thesis or dissertation as it appears on the title page and the student's name must appear at the top of the abstract; the title and name do not count towards the 350 word limit
- The abstract must be double spaced
- The abstract page(s) should not display page number(s) and are not counted when numbering preliminary pages

Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

Dedication (optional)

- If a dedication is included, it should be numbered with lower case Roman numerals continued from the previous numbered section

Acknowledgements (optional)

- If acknowledgements are included, they should be numbered with lower case Roman numerals continued from the previous numbered section

Table of Contents

- The table of contents should be numbered with lower case Roman numerals continued from the previous numbered section
- The table of contents must have the following entries in the following order:
 - Dedications, if used, with a lower case Roman numeral
 - Acknowledgements, if used, with a lower case Roman numeral
 - List of Tables and/or List of Figures, if used, with lower case Roman numeral(s)
 - The first section of the Main Body, typically the Introduction or Chapter 1, depending on your discipline, numbered as page 1 as the first page numbered in Arabic numerals
 - Other chapters and headings within the dissertation with Arabic numerals
 - Appendices with Arabic numerals
 - References with Arabic numerals
- The table of contents should NOT include the following entries:
 - Title page
 - Copyright page
 - Abstract
 - Table of Contents
 - Vita

List of Tables/List of Figures (optional)

- If tables or figures are used within the thesis or dissertation, they must be listed
- If lists are present, they must be numbered with lower case Roman numerals continued from the previous section

Main Body, Appendices (optional), and References

- The main body of the thesis or dissertation, any appendices included, and references should be numbered consecutively with Arabic numerals

Vita

- The vita is the last page and is unnumbered
- The vita should list all of your prior degrees and certificates including: the name of the degree, the name of the college or university, the city of the college or university, the major, and the month and year of graduation
- The vita should not include any personal information such as a birthday or address

Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

Other Considerations

- For Spring 2020, *all theses and dissertations must be submitted electronically* through ProQuest's ETD Administrator portal
- **College of Pharmacy and Health Sciences students** will submit through the CPHS ETD Administrator portal: etdadmin.com/stjohns.pharm
 - For a guide to submitting your thesis or dissertation through the CPHS portal, go to: campusguides.stjohns.edu/CPHS
- **St. John's College of Liberal Arts & Sciences, CCPS, SoE, TCB students** will submit through the general St. John's University ETD Administrator portal: www.etdadmin.com/cgi-bin/school?siteId=417
 - For a guide to submitting your thesis or dissertation through the St. John's University portal, go to: campusguides.stjohns.edu/proquest_electronic_publishing_agreement
- For additional information on formatting your dissertation, go to: campusguides.stjohns.edu/dissertations/stjrequirements
- Personal print copies can be ordered when submitting through ETD Administrator for the price of \$62 for a hardcover and \$45 for a softcover
- If the options to file for copyright and/or order personal print copies have been selected, they must be paid for at the time the thesis or dissertation is submitted
- Some schools and colleges require payment of a microfilming fee directly to the school or college by check or money order

Library Formatting Checklist for Students & Administrators

Margins

- Left side margin should be at least 1.5 inches; all other margins should be at least 1 inch
- For horizontal (landscape) pages, the 1.5 inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages
- All charts, tables, photos, graphs, etc. must fit within these margins

Title Page

- Title in all uppercase letters
- Degree name correct and in all caps
- Department or division name correct and in all caps
- School or college name correct and in all caps
- Does not display a page number but IS counted
- Signatures are on file with Dean's office and not required

Copyright Page

- Has the student's name and the appropriate graduating year
- Must be centered and in the middle of the page
- Does not display a page number and is NOT counted

Abstract

- Title matches title page and is in all caps
- Student's name is aligned with the right margin
- Double spaced
- No more than 350 words long (not including name and title)
- Does not display page number(s) and is/are NOT counted

Dedication (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

Acknowledgements (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

Preface (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

Table of Contents

- Heading centered and all caps
- Numbered with lower case Roman numeral(s) (continued from the previous numbered section)
- Has the following entries in the following order:
 - Dedications, if used, with a lower case Roman numeral
 - Acknowledgements, if used, with a lower case Roman numeral
 - List of Tables and/or List of Figures, if used, with lower case Roman numeral(s)
 - The first section of the Main Body, typically the Introduction or Chapter 1, (discipline specific) numbered as page 1 as the first page numbered in Arabic numerals
 - Other chapters and headings within the dissertation with Arabic numerals
 - Appendices with Arabic numerals
 - References with Arabic numerals
- Table of Contents does NOT have the following entries:
 - Title page
 - Copyright page
 - Abstract
 - Table of Contents
 - Vita

List of Tables/List of Figures (if present, must include a list)

- Heading centered and all caps
- Numbered with lower case Roman numeral(s) (continued from previous section)

Main Body

- Numbered with Arabic numerals

Appendices

- Numbered with Arabic numerals (continued from previous section)

References

- Numbered with Arabic numerals (continued from previous section)

Vita

- Does not have a page number
- Labels are in the left column and information is in the right column
- Each degree and certificate should contain the name of the degree, the name of the college or university, the city of the college or university, the major, and the month and year of graduation
- Do not include any personal information such as a birthday or address

College & Department Names

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

INSTITUTE FOR ASIAN STUDIES

DEPARTMENT OF BIOLOGICAL SCIENCES

DEPARTMENT OF CHEMISTRY

DEPARTMENT OF PSYCHOLOGY

DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

DEPARTMENT OF ENGLISH

DEPARTMENT OF GOVERNMENT AND POLITICS

DEPARTMENT OF HISTORY

DEPARTMENT OF LANGUAGES AND LITERATURE

DEPARTMENT OF THEOLOGY AND RELIGIOUS STUDIES

1.5" margin on left of every page

3" from top of page to start of text

The title page is considered page I but should not include a page number

1" margins on top, right, and bottom of every page

TITLE OF DISSERTATION OR THESIS

.5"

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

.5"

NAME OF DEGREE

.5"

to the faculty of the

.5"

DEPARTMENT OF (NAME)

.5"

of

.5"

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

at

ST. JOHN'S UNIVERSITY

New York

by

Student's Name

Line Spacing: 1.5 lines

Date Submitted _____

Date Approved _____


Student's Name

(Sign above line and print below)

Mentor's Name


(Sign above line and print below)

1" margins on top, right, and bottom of every page



4.5"
from
top of
page to
start of
text

© Copyright by Student's Name 20XX
All Rights Reserved



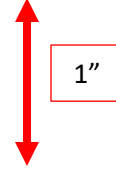
Line Spacing:
1.5 lines

All remaining pages
except the Vita are
double spaced.

ABSTRACT

TITLE OF THE DISSERTATION OR THESIS

Student Name



Present a maximum 350-word summary of the study including (a) the main purpose or problem under investigation, (b) the specific characteristics of the participants (e.g., age/grade, sex, primary language), (c) the essential features of the research methodology (e.g., instruments, procedures, techniques for analyses), and (d) the significance and/or potential implications.

Must be double spaced

ACKNOWLEDGEMENTS (OPTIONAL)

Delete this note and the word optional in the heading; insert any acknowledgements here. Otherwise, delete this page. A dedication, if included, is considered page ii but does not have a page number. If you include a dedication, insert it on the page before this one and change the page numbers so that this is page iii. The dedication and/or the acknowledgements should be double spaced.

OPTIONAL

Preliminary
pages use
lower case
Roman
numerals

ii

TABLE OF CONTENTS

INTRODUCTION	1
Heading 1	1
Subheading 1	1
Subheading 2	2
Heading 2	2
CHAPTER 1	3
Heading 1	3
Subheading 1	3
REFERENCES	4

The table of contents should contain each heading and subheading within the main body of the thesis or dissertation, appendices (if included), and references.

If you include both dedication and acknowledgments pages, the table of contents should be page iv. If you do not include both dedication and acknowledgements pages, this should be page ii.

LIST OF TABLES (OPTIONAL)

Delete this note and the word optional in the heading; insert a list of tables on this page. Otherwise, delete this page.

OPTIONAL

LIST OF FIGURES (OPTIONAL)

Delete this note and the word optional in the heading; insert a list of figures here.

Otherwise, delete this page.

OPTIONAL

INTRODUCTION

Delete this note and insert the main body of your thesis or dissertation here. The main body must be double-spaced.

Heading 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis semper dolor quis magna condimentum, in commodo erat iaculis. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Nulla id volutpat velit. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

Quisque gravida, massa ac porttitor dapibus, tellus quam sodales lectus, ut hendrerit massa libero ut justo. Vestibulum maximus convallis metus, sit amet imperdiet eros euismod ultricies. Vivamus eu pulvinar eros. Ut quis arcu et lectus commodo luctus id nec urna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer rhoncus tempor nulla at rhoncus. Vivamus accumsan eleifend ligula, sed lacinia neque consectetur ac. Curabitur placerat ipsum ac est venenatis, vitae congue odio ornare. Proin quis rhoncus nisi, fermentum consectetur est. Aenean sed scelerisque odio.

Subheading 1

Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt ullamcorper. Nullam vel massa quis nunc ultrices euismod. Nam pellentesque neque condimentum nunc efficitur scelerisque. Aliquam vehicula sollicitudin quam eu pulvinar. Phasellus eu vestibulum tellus, interdum congue justo. Phasellus vestibulum sodales

The main body,
references, and
appendices use
Arabic numerals

sapien. Fusce et nisl sed quam rutrum sagittis eu vel nunc. Ut et sodales lectus. Sed semper ipsum ut eros sodales, at semper turpis eleifend.

Subheading 2

Vestibulum vulputate rutrum tempor. Sed et lacus purus. Nullam felis urna, imperdiet consequat ligula eu, vestibulum sollicitudin nibh. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed et enim vehicula velit ornare rhoncus. Donec in nunc sollicitudin erat convallis pellentesque. Praesent a urna mattis enim consectetur cursus. Integer et nisl quis magna rhoncus semper vel sed magna. Nam tempor, nisi eu pulvinar cursus, eros quam malesuada lorem, ac laoreet enim lacus eu turpis.

Heading 2

Donec placerat malesuada diam ac feugiat. Sed vel orci fermentum, eleifend felis eu, dapibus urna. Ut at nulla ex. Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. Donec neque ex, mollis nec ipsum sed, mattis sagittis mauris. Etiam blandit vitae sem eget finibus. Integer pulvinar quam augue, vitae interdum nulla tempus ac. Nullam mauris lectus, suscipit eu semper in, sagittis facilisis tellus.

Integer justo ante, mollis a accumsan ac, rhoncus a eros. Morbi commodo semper dui aliquam consectetur. Nulla facilisi. Fusce malesuada dolor non imperdiet consectetur. Donec hendrerit ligula mattis, laoreet ipsum laoreet, ultrices sapien. Aliquam eget libero at nisl vehicula molestie nec placerat est. Vivamus vel bibendum tortor. Morbi hendrerit ex finibus tincidunt commodo. Mauris vitae libero vitae lorem ornare dignissim id in dolor.

CHAPTER 2

Quisque consectetur quam vel magna pretium, et mattis libero interdum. Sed hendrerit neque eget magna ultricies, quis lacinia sapien suscipit. Praesent finibus, dolor sit amet rutrum semper, nisl neque finibus quam, sit amet facilisis lacus libero id lacus. Suspendisse eget egestas mauris, sed blandit nulla. Aenean et orci porta, ornare enim auctor, fringilla libero. Quisque ante libero, ornare ut vehicula ac, dictum nec nisl. Sed faucibus euismod nulla, vel viverra mi gravida sit amet. Mauris vehicula interdum nibh. Donec sodales orci libero, vel consectetur nisl facilisis eget. Mauris dignissim fermentum volutpat. Aliquam lorem erat, aliquet non felis et, pharetra egestas urna.

Heading 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis semper dolor quis magna condimentum, in commodo erat iaculis. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus. Vestibulum iaculis eu nibh eget facilisis. Praesent non dui odio. Nulla id volutpat velit. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat a. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

Subheading 1

Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt ullamcorper. Nullam vel massa quis nunc ultrices euismod. Nam pellentesque neque condimentum nunc efficitur scelerisque.

REFERENCES

Delete this note and insert the references used in your thesis or dissertation here.

If you include appendices, insert them before this page.

Vita

2" from edge
of page

3" from edge
of page

Name

Student Name

Baccalaureate Degree

*Bachelor of Arts/Science, Name
of University, City, Major: XXX*

Date Graduated

Month, Year

Other Degrees and Certificates

*Professional Certificate in
Subject (Year)*

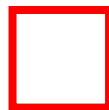
*Master of arts/science, Name of
University, City, Major: XXX*

Date Graduated

Month, Year

***Make sure to include a date for
each degree or certificate. Do
not include the current degree.
Avoid listing any other personal
information, as this will be
published on the internet.
Delete this note.***

The Vita does
not have a
page number





ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Approval Form for Master's Thesis Research

Form 1M

Name and X Number: _____ Date: _____

Department: _____

Topic: _____
(Please attach approved research outline.)

Thesis Committee:

The mentor will distribute this form to all committee members for their signatures.

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

Topic and Committee Approval:

_____	_____	_____
Mentor Name	Mentor Signature	Date

_____	_____	_____
Chair Name	Chair Signature	Date

_____	_____	_____
Associate Dean Name	Associate Dean Signature	Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Master's Thesis Reader's Copy Receipt

Form 2M

Candidate Name: _____ X Number: _____

Department: _____

A copy of this form must be distributed to each member of the Thesis Committee for a signature confirming receipt of the reader's dissertation copy.

Signature of Thesis Committee Member

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Professor's Report to the Dean on Reader's Copy

Form 3M

Please note: This form is confidential and should be transmitted to the Dean by each reader. It should not be given to the student.

Name of Reader: _____ Department: _____

Candidate (Name and X Number): _____

Title of Dissertation:

Please check appropriate line:

- I have read and approved this reader's copy.
- I have read but do not approve this reader's copy.

Comments:

Signature of Reader

Date



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Master's Thesis Ballot

Form 4M

Candidate Name: _____ X Number: _____

Department: _____

Title of Thesis:

The examiner shall indicate whether candidate has passed or failed the final review:

- Passed
- Failed

Comments or recommendations for revisions or written text of thesis:

- I wish to approve revisions before final thesis is submitted.

Signature of Examiner

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Submission of Final Thesis Copy

Form 5M

Candidate's X Number: _____ Date: _____

This is to certify that _____, a candidate for the degree of Master of Science/Arts in the Department of _____, has revised his/her thesis in accordance with the recommendations of the Thesis Committee and **in accordance with University policy for formatting of master's theses.**

The mentor will distribute this form to members of the Thesis Committee to sign below certifying that the recommended revisions have been made by the candidate.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Approval of final thesis copy:

Mentor's Signature

Date

Please return to the Graduate Division, St. John's College of Liberal Arts and Sciences, St. John Hall, Room 145 or sjcgr@stjohns.edu.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

Request to Change Mentor/Thesis Committee Member

Student Name: _____ Date: _____

X Number: _____ Department: _____

Topic or Title: _____

Former Mentor

New Mentor

Print Name

Print Name

Signature

Signature

Former Thesis Committee Member

New Thesis Committee Member

Print Name

Print Name

Signature

Signature

Rationale for Change

Approval Signatures

Chair Name

Chair Signature

Date

Associate Dean Name

Associate Dean Signature

Date