Master’s Thesis Procedures

Students on the master’s degree thesis track, follow these guidelines in the preparation the thesis requirement.

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 St. John Hall 145, sjcgr@stjohns.edu, or through FormStack.

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).

- 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 the style defined by 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.
Calendar for Submission

The calendar for submission can be found here. These dates are designed to ensure that the dissertation is accepted before the deadline to graduate.

<table>
<thead>
<tr>
<th>Event</th>
<th>January 2024</th>
<th>May 2024</th>
<th>September 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Reader’s Copies Dissertation/Thesis to Chair (Form 2/3)</td>
<td>Sunday, October 15, 2023</td>
<td>Friday, March 15, 2024</td>
<td>End of Summer Session I</td>
</tr>
<tr>
<td>Defend Dissertation/Thesis (Form 5)</td>
<td>Tuesday, October 31, 2023</td>
<td>Sunday, March 31, 2024</td>
<td>End of Summer Session II</td>
</tr>
<tr>
<td>Submit Dissertation/Thesis to the Dean's Office after Committee has approved it (Form 6)</td>
<td>Monday, November 20, 2023</td>
<td>Friday, April 19, 2024</td>
<td></td>
</tr>
<tr>
<td>Submit Final Copy of Dissertation/Thesis to the Dean's Office (Form 7)</td>
<td>Monday, December 4, 2023</td>
<td>Monday, April 29, 2024</td>
<td>Wednesday, September 11, 2024</td>
</tr>
<tr>
<td>Submit Final Copy of Dissertation/Thesis to the Library</td>
<td>Monday, December 11, 2023</td>
<td>Monday, May 6, 2024</td>
<td>Wednesday, September 18, 2024</td>
</tr>
</tbody>
</table>
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
- Filing for copyright registration is optional and can be done when submitting through ETD Administrator for a fee of $75
- Fillable template: campusguides.stjohns.edu/dissertations/stjrequirements

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

• All theses and dissertations must be submitted electronically through ProQuest’s ETD Administrator portal

• St. John’s College of Liberal Arts & Sciences students will submit through the general St. John’s University ETD Administrator portal: www.etdadmin.com/cgi-bin/school?siteld=417

• For a guide to submitting your thesis or dissertation through the St. John’s University portal, go to: campusguides.stjohns.edu/proquest電子出版協議

• 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, the starting price is $51 for a hardcover and $38 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 ENGLISH
DEPARTMENT OF GOVERNMENT AND POLITICS
DEPARTMENT OF HISTORY
DEPARTMENT OF LANGUAGES AND LITERATURE
DEPARTMENT OF PSYCHOLOGY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
DEPARTMENT OF THEOLOGY AND RELIGIOUS STUDIES

*If your program is not housed under a specific department (i.e., Neuroscience, Environmental Studies, etc.), please refer to the department of your mentor on your title page.
TITLE OF DISSERTATION OR THESIS

A dissertation/thesis submitted in partial fulfillment of the requirements for the degree of NAME OF DEGREE to the faculty of the DEPARTMENT OF (NAME) of ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES at ST. JOHN'S UNIVERSITY New York

by Student's Name

Date Submitted ___________ Date Approved ___________

_________________________ _______________________
Student’s Name Mentor’s Name
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.
# 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.
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.
LIST OF FIGURES (OPTIONAL)

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

Otherwise, delete this page.
INTRODUCTION

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

Heading 1


Subheading 1

Curabitur vel sapien mauris. Aenean euismod metus dui, ut luctus nunc tincidunt

1 The main body, references, and appendices use Arabic numerals

**Subheading 2**


**Heading 2**


CHAPTER 2


Heading 1


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.
Name

Baccalaureate Degree

Date Graduated

Other Degrees and Certificates

Date Graduated

Student Name

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

Month, Year

Professional Certificate in Subject (Year)

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

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
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.

_________________________________ Signature __________________________ Date

_________________________________ Signature __________________________ Date

_________________________________ 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.
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 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.
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 Thesis: ________________________________________________________________

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: ____________________________

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

Candidate Name: ____________________________  X Number: ______________________

Department: ________________________________

Title of Thesis:

________________________________________________________________________

________________________________________________________________________

The examiner shall indicate whether candidate has passed or failed the oral defense:

☐  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.
Submission of Final Thesis Copy

Form 5M

This is to certify that ____________________________ , a candidate for the Master's degree in the Department of __________, has revised his/her doctoral dissertation / research essay in accordance with the recommendations of the Dissertation Committee and in accordance with University policy for formatting of 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.
Request to Change Mentor/Thesis Committee Member

Student Name: _______________________________ Date: ____________________

X Number: ___________________ Department: _______________________________

Topic or Title: __________________________________________________________

<table>
<thead>
<tr>
<th>Former Mentor</th>
<th>New Mentor</th>
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</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Print Name</td>
</tr>
<tr>
<td>Signature</td>
<td>Signature</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Former Thesis Committee Member</th>
<th>New Thesis Committee Member</th>
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</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Print Name</td>
</tr>
<tr>
<td>Signature</td>
<td>Signature</td>
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</tbody>
</table>

Rationale for Change

____________________________________________________________

____________________________________________________________

____________________________________________________________

Approval Signatures

____________________________________________________________

Chair Name ___________________ Chair Signature ___________________ Date ___________________

____________________________________________________________

Associate Dean Name ___________________ Associate Dean Signature ___________________ Date ___________________