



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

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 sjagr@stjohns.edu. All forms pertaining to the thesis are found on the [School Forms page](#) and must be submitted 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).

- 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 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 final copy you submit to ProQuest.

Thesis Forms

1. [Form M1: 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: introduction, hypothesis; methodology; and references. The student will submit the proposal for signatures through Form M1 in FormStack.
2. [Form M2/M3: Reader's Copy Receipt and Professor's Report to the Dean on Reader's Copy](#): 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.

Each reader must report his/her evaluation of the thesis to the Dean.

3. [Form M4: Master's Thesis Ballot](#): The mentor will report the outcome of the thesis defense to the Dean's office through Form M4 in FormStack.
4. [Form M5: Committee Approval of Final Thesis](#): This form (Form M5) is provided to the members of the thesis committee to certify that the student has made recommended revisions.

Thesis: Submission

After successfully defending your thesis, you will follow the submission process outlined in the [ETD LibGuide](#) and submit two more forms, the [Copyright Compliance](#) and the [ADA Compliance](#) forms. When these forms are approved, a copy of them will be submitted as part of thesis submission process.

This resource guides 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. 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 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. All revisions must be completed and approved by the Dean's Office by the dates indicated in the Calendar for Submission to ensure you meet the degree requirements in time for graduation.

Once the Dean's office approves your thesis, we will send your document to the University 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

These dates are designed to ensure that the thesis is accepted before the deadline to graduate.

	September-25	January-26	May-26
Submit Reader's Copies Dissertation/Thesis to Chair (Form M2/M3)	Tuesday, July 8, 2025	Wednesday, October 15, 2025	Friday, March 13, 2026
Defend Dissertation/Thesis (Form M4)	Thursday, August 14, 2025	Friday, October 31, 2025	Tuesday, March 31, 2026
Submit Dissertation/Thesis to the Dean's Office after Committee has approved it (Form M5 and ETD Administrator)*	Wednesday, August 27, 2025	Thursday, November 20, 2025	Wednesday, April 22, 2026
Final Copy of Dissertation/Thesis Approved by the Dean's Office (ETD Administrator)	Wednesday, September 10, 2025	Thursday, December 4, 2025	Wednesday, April 29, 2026
Final Copy of Dissertation/Thesis Approved by the Library (ETD Administrator)	Wednesday, September 17, 2025	Thursday, December 11, 2025	Tuesday, May 5, 2026

*Formatting information follows in this Handbook. Instructions on how to submit thesis to the Dean's Office through ETD Administrator will be emailed to the students upon approval of Form M5.

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

Please follow the guideline specified in the [University ETD Publishing Guidelines](#) and an example can be found in the [Visual Guidelines](#).

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
- [Sample Title Page](#)

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**.

- [Sample Copyright page.](#)

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.
- [Sample Abstract page](#)

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
- Using the "Insert Table of Contents" function in Word can help with formatting the Table of Contents.
- [Sample Table of Contents](#)

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.
- [Sample List of Table or List of Figures](#)

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.
- [Sample Vita](#)

Other Considerations

- **Accessibility.** To be in compliance with Title II-ADA requirements issued in April of 2024, students submitting an ETD for graduation in Spring 2025 or later must meet ADA accessibility standards. All graduate students are encouraged to become familiar with the formatting and Accessibility features built into MicroSoft Word and other scholarship-related tools.
- **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: <https://www.etdadmin.com/?siteId=417>
- For a guide to submitting your thesis or dissertation through the St. John's University portal, go to: <https://campusguides.stjohns.edu/ETDGuide>
- For additional information on formatting your dissertation, go to: campusguides.stjohns.edu/dissertations/stjrequirements
- If you choose to place an embargo on your thesis, please review the [Embargo Policy](#) and complete the [Embargo Request Application](#).
- A [flowchart representing the ETD process](#) can be found through this link: https://campusguides.stjohns.edu/ld.php?content_id=78327011
- Personal print copies can be ordered when submitting through ETD Administrator, the starting price is \$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.

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
- Copyright year and graduation year must be the same
- 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
- Does not include any personal information such as birth date or address. Do not include high school or employment information.

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 MATH AND COMPUTER SCIENCE

DEPARTMENT OF PHILOSOPHY

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.