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 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

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

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**

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

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

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: 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/PQETD

- For additional information on formatting your dissertation, go to: https://campusguides.stjohns.edu/ETDGuide

- 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

TITLE OF DISSERTATION OR THESIS: NOTE THAT TITLES MAY BE LONGER THAN ONE LINE, OR EVEN LONGER THAN TWO LINES, IN ANY CASE, TITLE SHOULD BE IN ALL CAPS AND PAGE SPACING APPLIES TO THE TITLE

A dissertation/thesis submitted in partial fulfillment

of the requirements for the degree of

NAME OF DEGREE

to the faculty of the

NAME OF DEPARTMENT OR DIVISION

of

NAME OF COLLEGE OR SCHOOL

at

ST. JOHN'S UNIVERSITY

New York

by

Student's Name

Date Submitted _____   Date Approved _____

_____   _____

Student Name   Mentor Name

ABSTRACT

TITLE OF DISSERTATION OR THESIS: NOTE THAT TITLES MAY BE LONGER THAN ONE LINE, OR EVEN LONGER THAN TWO LINES, IN ANY CASE, TITLE SHOULD BE IN ALL CAPS AND PAGE SPACING APPLIES TO THE TITLE

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. Candidates whose dissertations are written in a foreign language are also required to include an English language version of their abstract on this page.

The abstract must be double spaced.

DEDICATION (OPTIONAL)

If you choose, you may insert a dedication here. Page heading should be ALL CAPS and centered on the page. Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal. The dedication should be double spaced. If you choose not to have a dedication section, do not include this page.

ACKNOWLEDGEMENTS (OPTIONAL)

If you choose, you may insert any acknowledgements here. Page heading should be ALL CAPS and centered on the page. Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal. Acknowledgements should be double spaced. If you choose not to have an Acknowledgements section, do not include this page.

If you do not include a dedication, this should be page ii.

TABLE OF CONTENTS

Your discipline will determine whether you should include an Introduction before Chapter 1

Your discipline will determine how/whether your chapters, sections, and subsections should be labeled (i.e.: letters, numbers, etc)

Regardless of discipline, the TOC should be double spaced.

The table of contents should include the "Optional" sections (if used), each Chapter, section and subsection within the main body of the work, as well as appendices (if included), and references.

The TOC itself (and corresponding page number/s) are NOT included in the TOC.

This page number should continue Roman numerals from the dedication and/or the acknowledgements.

If you include neither a dedication nor acknowledgments, this should be page ii.

LIST OF TABLES (OPTIONAL)

If you include any tables in the main body of your thesis or dissertation, insert a list of tables on this page. Spacing for lists may be 1.5 or double spaced. Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal. If you choose not to use tables, do not include this page.

LIST OF FIGURES (OPTIONAL)

If you include any figures in the main body of your thesis or dissertation, insert a list of figures on this page. Spacing for lists may be 1.5 or double spaced. Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal. If you choose not to use figures, do not include this page.

LIST OF ABBREVIATIONS (OPTIONAL)

If you include any abbreviations in the main body of your thesis or dissertation, insert a list of abbreviations on this page. Spacing for lists may be 1.5 or double spaced. Do not include the word OPTIONAL in the heading. Do not include Watermark with OPTIONAL diagonal. If you choose not to use abbreviations, do not include this page.

INTRODUCTION (IF USED IN YOUR DISCIPLINE)

Start the main body of your thesis or dissertation here. The main body must be double-spaced. Your discipline will determine whether you should include an Introduction before Chapter 1 and whether your chapters should be labeled with numbers.

First Section of Introduction

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.

Initial SubSection of First Section

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. 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. 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.

The pagination for the Main Body starts anew. The Main body, appendices, and references use Arabic numerals

Phasellus eu vestibulum tellus, interdum congue justo. Phasellus vestibulum sodales 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.

Next SubSection of First Section

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Second Section

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Footnotes are an exception to double-spacing for the Main Body of the text. Footnotes can be single spaced. See full guide for list of other double-spacing exceptions

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[1] Vestibulum sit amet venenatis nisi. Fusce cursus quam id felis tempus laoreet. Pellentesque magna tellus, iaculis eu molestie sit amet, ultrices vel felis. Quisque eu porttitor purus.

CHAPTER 1

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.

> 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. (Citationius Maximus)

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. Quisque ante libero, ornare ut vehicula ac, dictum nec nisl. Sed faucibus euismod nulla, vel viverra mi gravida sit amet. Mauris vehicula interdum nibh. .

Vivamus purus lorem, convallis vitae tempus quis, pharetra consequat elit. Donec malesuada et augue eget lacinia. Vestibulum sit amet venenatis nisi. 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. Praesent a urna mattis enim consectetur cursus.

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. Vestibulum eleifend mattis ipsum, ac venenatis metus volutpat/

First Section of Chapter 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.

Initial SubSection of Chapter 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.

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.

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.

First Section of Chapter 2

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.

Initial SubSection of Chapter 2

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.

APPENDICES (OPTIONAL)

If you would like to include appendices, insert them here.

REFERENCES

Insert the references used in your thesis or dissertation here.

Vita

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 High School degree or the degree you are seeking.

Avoid listing any other personal information, as this will be available to the public, once published.

The Vita does not have a page number

St. John's University Electronic Dissertation and Theses (ETD) Format Requirements

Table of Contents

Role of the St. John's University Libraries

The St. John's University Libraries oversees adherence to University publication formatting and preservation requirements of Electronic Theses and Dissertations (ETDs) to ensure that the University retains an enduring resource. In addition, the Libraries oversee adherence to the publication and preservation requirements of ProQuest/UMI, which maintains preservation copies, offers bound printing, and creates searchable metadata for the discovery and distribution of university dissertations.

The St. John's University Libraries does not oversee ETD contents, but it does work with Schools to provide this St. John's University Electronic Dissertation and Theses (ETD) Format Requirements Guide. This Guide is a compilation of a number of guidelines and policies which must be followed, including ProQuest policies, University Compliance policies, and School requests for guidance. Every effort has been made to have these guidelines be clear, especially when used in conjunction with the ETD Sample document.

To the extent that this Guide conflicts with ProQuest Publishing Guidelines, these guidelines supersede ProQuest. Please consult your department, your adviser, or the ETD Administrator in your School's Graduate Dean's office for questions regarding meeting Citation style, footnotes, or other discipline-specific or School-specific formatting requirements. To the extent that this Guide conflicts with School/Departmental Guidelines, consult your Graduate Dean.

PLEASE NOTE: *These formatting guidelines differ from those of previously published dissertations or theses; older practice should not be used as a precedent. The University makes every effort to limit updates of ETD guidelines to an annual basis; however legal and publishing requirements may change over the course of months or over the course of years in your time as a graduate student, so please be in touch with your School's Graduate School ETD administrator for the most up-to-date information.*

Submission Requirements
General

If a Thesis or Dissertation is needed for fulfillment of a degree, Graduate students are responsible for meeting School-specific ETD requirements and deadlines, as well as these formatting requirements. Graduate students are encouraged to review and implement ETD formatting requirements as they create their document. It is highly recommended that degree candidates consult ProQuest and Microsoft tutorials for guidance on using various features in Word to meet margin, pagination, table of contents, and embedded font

requirements, as well as using the Accessibility Check feature for meeting ADA requirements.

Once the Thesis/Dissertation has been defended, and has been cleared by the mentor as ready for submission to Dean to partially fulfill graduation requirements, Graduate students must submit a PDF copy of their dissertation to their School's Graduate Dean's office by uploading it to the appropriate ProQuest ETD Portal site. The link for the portal, as well as instructions for uploading, will be provided by the Graduate Dean's Office. The PDF version of the ETD will be stored and distributed via both the St. John's Digital Repository, (aka St. John's Scholar) and in the ProQuest Theses and Dissertations Global database. See the [Flowchart of the ETD Process](#).

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. Please check with your school and the Office of Disability studies for resources.

Requests for Changes to the ETD

The PDF version of the ETD that was submitted to and approved by committee and signed-off as completed and approved by the mentor, as a partial requirement to meet the qualification of graduation, is preserved as the document of academic record; *no further changes to content* can be made. You may be asked to make *formatting changes* by your Graduate Dean's ETD Administrator or by the Libraries' ETD Administrator prior to final publication, in order to meet publication/legal requirements. The University's Policy is that no content edits are made to the ETD document once it has been submitted and approved for graduation, and the submission deadline has passed; likewise, no content corrections are made for published ETD documents.

Copyright and Permissions

Authors are responsible for meeting legal and ethical guidelines in the research and publications process. When submitting the ETD to ProQuest, ETD authors should undertake due diligence to obtain permission to use copyrighted content in their dissertations. In the event that copyrighted content is used in the dissertation and permission for such use has _not_ been secured from the copyright holder, the dissertation author may remove the copyrighted content from the PDF. The PDF will be publicly available on St. John's Scholar after any embargo period (if applicable). The removed content must be captioned and cited and a notice such as "Content removed due to copyright concerns" should be inserted in the blank area where the content was removed.

In these cases, the dissertation author is required to submit an additional electronic copy of the dissertation with all content—including copyrighted content--intact. The unredacted versions of the dissertation must be formatted according to this document, and uploaded in the Administrative Documents area by the degree date deadline in order to be placed on the degree list.

Publication Agreements

In the course of submitting your ETD through the ProQuest Portal, you will be required to respond to two Publication agreements. While Graduate students own the copyright to their original works of authorship, St. John's University requires that scholarly work conducted by graduate students and incorporated into Theses and Dissertations be submitted to two (2) electronic platforms:

1)   University Publishing Agreement: Items in the University's Institutional Repository, St. John's Scholar (SJS), are considered the University's archived "document of record" for the degree. The SJS University Publishing Agreement grants the University a nonexclusive, worldwide, royalty-free, perpetual license for dissemination of their thesis or dissertation through St. John's Scholar, making the ETD publicly accessible on the world-wide web.

2)   ProQuest Publishing Agreement: Items in ProQuest ETD platform serve as preservation copies of our "document of record." The ProQuest publishing agreement grants ProQuest limited, non-exclusive license to preserve and disseminate the ETD via the ProQuest Platform.

Publication Release

In the course of submitting your ETD through the ProQuest Portal, you will be prompted to answer whether you want the full-text of the ETD to be released for publication immediately or employ an optional delay/embargo period, if applicable. Full ETDs are published upon degree conferral; however, a delay/embargo allows a student, with significant concerns related to sensitive or classified information, patents, and potential publishers' restrictions, to request an embargo to delay public release of the full text of the thesis or dissertation. Whether you select immediate release or delayed/embargo release, the Title, Candidate name and Abstract of the ETD will be publically available via ProQuest and St. John's Scholar, and are discoverable by search engines. If you fill out the optional embargo fields, you must also upload the signed embargo request form at time of submission. See the [ETD Embargo Policy](#) for details.

Media/Supplementary Files

While many of our ETDs are primarily documents and appendices that are easily converted to PDF, some ETDs make use of multimedia files which the ProQuest platform

processes, stores, preserves and disseminates as Supplementary Files. ProQuest lists its preferred supplemental file formats in [ProQuest's Preparing Your Manuscript guide](#). Students are responsible for meeting discipline, legal and ethical guidelines in gathering data, and storing research-related data, projects and supplemental files. If the candidate uploads supplementary files to ProQuest or another repository as part of their ETD, they must be the copyright owner.

ETD that is Primarily Media Files

If the dissertation/thesis is not primarily a document/PDF-based project, the degree candidate is still required to upload a PDF containing at least the "front matter" of the work and any other relevant written materials and references in the main PDF section of the portal. In the "Supplemental Files" section, please upload the non-PDF components of your graduate work. Candidates may upload multiple files as needed in the "Supplemental Files" section.

ETD that has Primarily Text with some Media Files

If your dissertation/thesis is primarily a Document-based/PDF of an ETD that includes media files, do not embed media files in your PDF. In the "Supplemental Files" section, please upload media components of your graduate work. Candidates may upload multiple files as needed in the "Supplemental Files" section.

The University does not store supplementary materials, and the University Archives no longer accepts supplementary files on optical media such as compact discs or DVDs. If you include spreadsheets, audio and/or video files as part of your dissertation or thesis, it is recommended that (in addition to uploading into ProQuest as supplementary files) you also upload them in separate repository, preferably a discipline-specific repository that assigns DOIs, and provide the link/s for the uploaded files in the PDF component of your work.

Format of the ETD

Margins

The dissertation must have a left-side margin of 1.5 inches; all other margins should be at least 1 inch. If the ETD has any horizontal/landscape pages, the 1.5 inch margin would be at the top of the page. All charts, tables, photos, graphs, etc. must fit within these margins. Margin/Spacing exceptions are noted for Title, Copyright and Vita pages. *NOTE: The larger left-hand margin must be observed to account for the space needed for the binding process.*

Typeface/Font

Fonts can follow discipline-citation styles, however sans-serif fonts (like Arial) are preferred for ADA compliance. Whichever font you use, be sure to use embeddable TrueType fonts.

Script or ornamental fonts are not acceptable. Italicized font may be used for non-English words and quotations, and for other judicious uses.

Font size should be equivalent in scale to 10-point Arial. Exceptions may be made for tables and figures produced by different technology or by a graphic artist.

The fonts in your dissertation PDF must be embedded. Embedding fonts ensures that your dissertation PDF will look the same on any computer that is used to view it. In some cases, if fonts are not embedded, text can completely disappear. See [ProQuest's instructions on embedding fonts in your PDF](#).

Page Orientation

The ETD should use Portrait Orientation. Larger tables/figures may be in landscape orientation for ease of reading online, as long as they meet margin requirements above. For purposes of electronic distribution, pages will retain the orientation in which they are submitted. If you order print copies from ProQuest, know that any landscaped pages will be rotated 90 degrees counter-clockwise, and bound as a portrait page.

Pagination

The ETD is composed of the preliminary section (including front matter), the Main Body of the document and the Vita (biographical) section.

- Preliminary section – pagination begins after the Title and Copyright pages and uses lower case Roman numerals. The Abstract page serves a "page i" however that page number does not display (it is suppressed). The author may wish to include "optional" pages (e.g.: Dedication, Acknowledgements) in the preliminary section, so *whichever page follows the abstract page displays the page number ii.*

- Main Body Section – Depending on your Discipline, the Main Body of the dissertation may start with the Introduction or with Chapter 1. In either case, the pagination for the Main Body starts anew and uses Arabic numerals for pagination. All pages of the body of the manuscript should be paginated with Arabic numerals that run consecutively to the end of the manuscript. This includes pages with drawings, illustrations, figures, and the bibliography and appendices, etc.

- Vita Section – no page number displays on the Vita

    Page numbers should be consistently located, and should be no closer than ½ inch from the edge. Do not use letter suffixes for page numbers (e.g. 10a, 10b).

"Front Matter"

The first three pages of your dissertation/thesis, in order, should be the Title page, the Copyright page, and the Abstract. These are called the "Front Matter." Specific spacing, margins and pagination and other formatting instructions apply for each of these "Front Matter" pages.

Title Page

The unpaginated title page should be prepared, with all spacing and capitalization, as shown in the Sample Document.

The title page includes the Document TITLE in all caps. For titles that exceed one line, Spacing should be is 1.5. *Note: the Document Title will be on transcript.*

The DEGREE NAME must be in all caps. The DEPARTMENT/DIVISION NAME must be in all caps. The SCHOOL/COLLEGE NAME must be in all caps. *Note: it is possible that the name of your degree, Department and/or School changes from the time of original enrollment. The Title Page must reflect the current degree, Department and School. Check with your School's Graduate Dean's office about the current/correct names.*

The Student name must match the legal or chosen name in on file in the Office of the Registrar.

"Date Submitted" and "Date Approved" must be typed (not handwritten). Dates are underlined. *Note: "Date Submitted" is the date of the thesis/dissertation defense; "Date Approved" is the date that the Mentor approved final content, including any changes required by defense committee.*

The Student's name and Mentor's name must be typed below the signature line (not hand written). *Note: The Dean's office gets the signed Title Page; signatures are not required for the Title page submitted to ProQuest/Institutional Repository for publication.*

Page number should not display, but should be **counted** in "Preliminary" pagination (equivalent of roman numeral "i")

Copyright Page

A second, unpaginated page provides your copyright statement. If you choose the traditional copyright statement, the essential components of the copyright notice are the copyright symbol, full legal name of author, year in which the copyright is secured by publication of the dissertation/thesis. The ETD is published after the University registrar confirms that the University conferred the corresponding degree, so the year should match the graduation year. The name must match the legal or chosen name on file in the Office of the Registrar.

The copyright notice should be 4.5" from top of page to start of text, and the Text must be centered and in the middle of the page. Text is bold. Use line spacing 1.5 between the copyright statement and "All rights reserved." Example below:

Abstract Page

The Abstract page should be prepared, with all spacing and capitalization, as shown in the Sample Document.

An abstract should be placed after the copyright page. This page is double spaced. This page has no page number.

The Abstract Page should include the word ABSTRACT (centered at top) followed by the Title of the ETD (also centered), and your legal name (Aligned right).

Starting with the Abstract, all the rest of the text should be left-justified.

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.

Candidates whose dissertations are written in a foreign language are required to include an English language version of their abstract.

Text Alignment

Unless otherwise indicated in these instructions, the text should be aligned-left in order to avoid large gaps in text which sometimes occur with full justification. Some disciplines favor full justification; if large gaps are not present in the text, full justification will be accepted.

Line Spacing

Please see guidelines/Sample for spacing of the beginning three Front Matter pages and last Vita page.

Unless otherwise indicated in these instructions, starting with the Abstract, all subsequent pages of the document are double spaced i.e.: abstract, dedication, acknowledgements,

table of contents, and body of the manuscript.

Exceptions to double-spacing in body of the document include indented quotations (as paragraphs), captions, items in tables, lists, graphs, and charts. Single spacing is acceptable in footnotes/endnotes, bibliographic entries, lists in appendices.

Widows/Orphans

Avoid leaving "widows" (short lines ending a paragraph at the top of a page) and "orphans" (a heading, subheading, or single line of a paragraph at the bottom of a page). Most word processing programs will automatically suppress widowed and orphaned text within paragraphs but check also for widowed/orphaned headings and subheadings.

Use of Color

All font/text in the body of the ETD should be black. Illustrations, and text in illustrations/Tables, etc can use color, especially when colors are fundamental to the idea being illustrated – however use of any color – other than black should be high-contrast enough to meet ADA requirements.

Illustrations

The term 'illustrations' covers all non-text elements of a dissertation/thesis such as line drawings, graphs, maps, photographs, facsimiles of manuscript pages, works of art, musical scores, and so forth. For ADA compliance, Illustrations require alt-text.

Labelling Illustrations

Illustrations should be labeled consecutively and consistently, according to your discipline's style. Label each illustration appropriately (e.g. Figure 1; Figure 2; Figure 3 etc). Images should appear in the order you discuss them in your text: that is, 'Figure 1' should be mentioned and appear first; 'Figure 2' should be second etc.

Each illustration must have a short, unique title (no more than 2 lines) and a brief, description/caption; for tables or diagrams make sure the legend is appropriately descriptive of the content.

Refer to your figures in your text: e.g.:

"As Figure 1 shows…"

 "Figure 2 illustrates how…"

 "The diagram of the mechanism (Figure 3) indicates that…"

Location of Illustrations

Place small images/illustrations within the text between paragraphs as close as possible to

the point where they are first mentioned, but not before your first mention. Larger illustrations may need to be separately included on the next nearest full page, appropriately oriented, with the identifying illustration label and page number. All illustrations must meet the margin requirements set out above.

Use an appropriate image format (e.g. jpeg) to insert images into your assignments. Discuss with your mentor where and whether any hard copy original photographs that have been scanned need to be kept for future consultation.

Check whether you need to place substantial visual materials in an Appendix. For multimedia, see "supplemental files" above.

Appendices

If Appendices are part of your dissertation or thesis, they go after the last chapter.

Contact Information

At the start of your Thesis/Dissertation process, be sure to connect with your Mentor and your Graduate Dean's office about registration and submission deadlines for meeting graduation requirements. Please also check with your individual department/school regarding specific requirements for dissertations and/or theses. If there are any conflicts between this guide and your School/College's instructions, please contact your Schools ETD admin for guidance.

School/College Contact information as of September 2024

College of Arts & Sciences:	St. John's Hall, Room 135	(718) 990-8079
College of Pharmacy & Health Sciences:	St. Albert Hall, Room 171	(718) 990-1412
School of Education:	Sullivan Hall, 5th Floor	(718) 990-1695
College of Business:	Bent Hall, Room 114	(718) 990-6417
College of Professional Studies:	St. Augustine Hall, 2nd Floor	(718) 990-5987

ProQuest Dissertations & Theses Technical Support

ProQuest can assist if you have issues with your ProQuest ETD Account (e.g.: username/passwords, error messages, credit card charges, etc.) They can also help with questions related to creating and uploading PDFs and any questions regarding technical issues with the online submission site.

- Phone: United States & Canada (toll free):+1 (800) 521 0600
                    Outside North America: +1 (800) 4997 4111 or +1 734-707-2513
- Email: https://support.proquest.com/submitcase
- Chat: https://support.proquest.com/chat