



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 the Library for binding. You may, however, use the material in your personal bound copies.

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.

Thesis: Final Copies

After passing the thesis defense, the student will submit a final copy of the thesis to the Dean's office for review. Once the Associate Dean approves the thesis, the student will then submit two original final copies of the thesis to the Dean's office. The originals should be typed one-sided on high quality 20 lb. acid-free, non-erasable bond paper with a minimum of 25 percent rag or cotton content. The paper must have a good opacity (print on one page should not easily show through the page in front of it) and should be watermarked. The margins for all copies must be one and one-half inches on the left side of each page and one inch on each of the other three sides. Note that these margins must also be left on pages containing graphs, illustrations, appendices, etc. Print on all copies must be dark and even.

If the student wants additional copies of thesis bound for personal use, he or she will supply the desired number of copies, along with a check (\$25 per copy) payable to St. John's University. Additional copies will be accepted for binding only at the time the student submits the copies required by the University.

Order and Content

1. Preliminaries
 - a. Title Page: Both the original and the copies must bear the signature of the mentor and the candidate (see sample). This page is not numbered.
 - b. Abstract: An abstract of the thesis of not more than 350 words, typed and double-spaced, must also include the title of thesis (in all capitals) and the name of the candidate. This page is not numbered.
 - c. Preface/Acknowledgments (start lower-case Roman numbering ii, iii, iv, v, etc.)
 - d. Table of Contents
 - e. List of Tables
 - f. List of Illustrations
2. Text
 - a. Introduction
 - b. Main Body
3. References
4. Appendices
5. Vita: This page is not numbered (see sample).

Numbering the Pages

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

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

Sample Title Page

[THESIS TITLE (IN ALL CAPITALS)]

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

[DEGREE TITLE]

to the faculty of the department of

[DEPARTMENT]

at

ST. JOHN'S UNIVERSITY

New York

by

[CANDIDATE NAME]

Date Submitted: _____

Date Approved: _____

YOUR ORIGINAL SIGNATURE HERE

MENTOR ORIGINAL SIGNATURE HERE

TYPE YOUR NAME HERE

TYPE MENTOR NAME HERE

Sample Abstract

ABSTRACT
TITLE OF THESIS (IN ALL CAPITALS)

Name of Candidate

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

Sample Vita

VITA

Name: *Jane Doe*

Baccalaureate Degree: *Bachelor of Science/Arts, Name
of College or University, City,
Major: xxxx*

Date Graduated: *Month, Year*

Other Degrees and Certificates* *Master of Science, Name of
University, City, Major: xxxx*

Date Graduated: *Month, Year*

*Note: The current degree is not included in the Vita.

**Avoid listing any personal information as this will be published online.



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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

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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

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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

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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:

Signature of Examiner

Date

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sjcgr@stjohns.edu.



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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

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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