

Library Thesis Guidelines

These guidelines cover only matters of durability and legibility. They apply to all theses, regardless of the degree for which the thesis is submitted. They are *supplementary* to any requirements regarding form and content issued by the faculty. In case of conflict between this document and guidelines issued by the faculty, follow the faculty guidelines. Please see attached pages from the *Academic Regulations* for additional information.

Number of copies. The library needs two complete copies of each thesis -- one for the archives and one to circulate. These copies are delivered to the library by your thesis advisor after final approval of the thesis, with all necessary signatures.

Paper. All paper must be 8 ½ by 11 inches, white, unpunched bond. The archival copy must be on 20-pound, 100% rag paper, identified by its watermark. The circulating copy must be on 16- or 20-pound paper with at least 25% rag content (20-pound, 100% rag paper is highly recommended). No corrections may be made on the archival copy. Most writers find it easier to use a copier to make both copies, thereby avoiding correction problems.

Type. Type must be pica (10 pitch), elite (12 pitch), or 12-point for the body of text, footnotes, and quotations. The general typeface must be Courier, Times Roman, or similar, but a contrasting typeface may be used for short passages for special purposes. The output of a dot matrix printer must be approved by the Director of the Library before it is used.

If the thesis is submitted in typeset form, the conventions of print (rather than typewritten manuscript) should be used to the extent that the resources are available. For example, use actual italics rather than underlining, m-dash (—) instead of double hyphen (--), true left and right quotation marks (“ ”) instead of vertical quotes (" "). Double underlining or small caps should be used for such forms as B.C.E. and A.D. Full justification is optional. Boldface may be used for emphasis, and titles may be set in larger type than running text.

Format. The left margin must be 1 ½ inches; all other margins must be at least 1 inch. Text must be double spaced; footnotes and block quotations should be single spaced.

Page numbers should be centered above the text; on pages beginning with a caption title, the page number should be centered below the text. Alternatively, all page numbers may be centered at the bottom of the page or placed in the upper right-hand corner. Page numbers must not be placed in the margin area. Preliminaries may be separately paginated in lower-case Roman numerals; the body of the thesis together with all appendices, notes, bibliographies, etc. must be numbered with a single sequence of Arabic numerals.

Footnotes. Footnotes, separated from the text by a 2 to 3 inch left-justified line, must be numbered consecutively through each chapter and begin at the bottom of the page on which the reference is found, continuing if necessary to the bottom of the next page.

Order of elements.

1. *Signed acceptance sheet (for archival copy only).
2. *Title page.
3. *Abstract (no more than one page).
4. *Table of contents.
5. Preface.
6. *Text.
7. Appendices.
8. *Bibliography.
9. Indices.
10. Vita.

Items marked * are mandatory.

Academic Regulations Regarding Theses

What follows are the thesis lengths and due dates from the *Academic Regulations of the General Theological Seminary* (2004). For further information, please consult the full text of the Regulations (Ready Reference BV 4070.G424 2004).

| Degree | Thesis Length | Due Date |
|--|-----------------------------|---|
| Master of Divinity | 8,000 to 15,000 words | April 15 (or the following Monday should this date fall on a weekend) |
| Master of Arts | 50 pages | April 15 (or the following Monday should this date fall on a weekend) |
| Master of Arts in Christian Spirituality | 8,000 to 10,000 words | April 15 (or the following Monday should this date fall on a weekend) |
| Master of Sacred Theology | 15,000 to 20,000 words | April 1 (or the following Monday should this date fall on a weekend) |
| Doctor of Theology | Approximately 100,000 words | March 1 (or the following Monday should this date fall on a weekend) |

Model Acceptance Page

Title Title Title Title

Title Title Title

Name J. Author

Approved for the degree of _____

Date: (Month Day, 20XX)

(Signature)
Prof. (Name), First Reader

(Signature)
Prof. (Name), Second Reader

(Signature)
Prof. (Name), Third Reader

Model Title Page

The date at the bottom should be the date the thesis is submitted, not the date the degree is granted, if different.

Title Title Title Title

Title Title Title

Name J. Author

Submitted in partial fulfillment
of the requirements for the degree of
XXX of XXX

The General Theological Seminary

New York

Month, 20XX