

REQUIREMENTS CONCERNING THE PREPARATION OF THESES

Claremont Graduate University

Format and Paper

A general reference which may be used in writing a thesis is: Kate L. Turabian, *A Manual for the Writers of Term Papers, Theses, and Dissertations*. It is important that students consult with their advisor in order to determine whether or not there are special forms and procedures peculiar to the student's discipline.

A thesis must be produced on white bond paper, 8 ½ x 11 inches, of not less than 20 lb. weight, both the original and a copy. All paper in the thesis must be the same size and weight. Exceptions may be made in the case of oversized charts or non-text materials which have been duplicated for inclusion. Pages should be printed on one side only. A one and one-half inch margin is required on the left-hand binding edge, and a margin of at least one inch is required at the top, right and bottom of each page.

It is assumed that authors preparing a thesis will be using a word processor or other electronic means. All textual materials must be double-spaced. Footnotes and long quotations may be single-spaced. Any standard type is acceptable and the same type must be used throughout the thesis. Italics and/or bold face type may be used for emphasis. Type size should be 10 point or larger. Type which resembles written script, as well as 'novelty' typefaces are not acceptable. The print should be clean and even in quality and the print should be letter quality with consistently clear and dense black characters.

The pagination in your thesis should be as follows:

The Title Page must conform to the model title page on the reverse of this sheet.

Thesis Title Page	counted: not numbered
Table of Contents	counted: small roman number ii
Table of Figures (if any)	counted: small roman number iii
Chapter One	counted: Arabic page number 1

All pages, except the title page, must be numbered continuously throughout the thesis. Page numbering should continue through the bibliography and any appendices.

Fees and Submission

Fees for the binding of the thesis are \$30, payable to Claremont Graduate University and submitted to the Registrar's Office with your thesis. The original and one copy of the thesis must be submitted to the Registrar prior to the deadline for completion. The final date for the submission of theses is listed in the annual *Bulletin* and *Schedule of Classes* for the semester in which you have applied to receive your degree.

Thesis Title

By

Name of Candidate

**Presented to the Graduate Faculty of Claremont
Graduate University in partial fulfillment of the
requirements for the degree of Master of Arts in
(name of department)**

**We certify that we have read this document and
approve it as adequate in scope and quality for
the degree of Master of Arts.**

Faculty Advisor (type name)

Faculty Reader (type name)

Faculty Reader (type name)

Date _____