



## Thesis Style Guide The Graduate School at Rutgers-Camden

Please read this guide carefully and make sure to follow all the requirements listed. Papers that do not meet these requirements will be returned for resubmission. *You will not be certified to graduate unless your paper follows the standards set in this thesis style guide.*

### Submission Process

- A PDF copy of the master's thesis that strictly adheres to the format described in this guide must be uploaded to <https://etd.libraries.rutgers.edu/login.php> by the date listed on <http://graduateschool.camden.rutgers.edu/graduation>.
- A hard copy of the master's thesis does *not* need to be submitted to the Graduate School office.

### General Formatting

- **Style**
  - Consult your advisor for the preferred formatting style (APA, MLA, Chicago, etc).
  - Apply this preferred style consistently throughout your paper, conforming to accepted practices within your discipline.
- **Margins**
  - Set top, right, and bottom margins to exactly **1 inch** on all pages.
  - Set left margins to exactly **1.5 inches** on all pages, except the title page.
    - Title page: Set all margins to exactly 1 inch.
- **Font**
  - Select and use with consistency an easy-to-read 10- or 12-point font throughout your paper including the formatting of all headings, subheadings, etc.
  - Do *not* use script or italic typefaces within the main text.
- **Spacing**
  - **Double-space** all preliminary pages, main text pages, and appendices.
  - **Single-space** footnotes, endnotes, references, and bibliography entries.
  - Quotations:
    - **Single-space prose quotations** of four or more lines. Indent five spaces from the left margin with no additional indentation of the first line of text.
    - **Single-space verse quotations** of two or more lines. Center within the margins.
- **Numbering**
  - **Preliminary pages:**
    - Set **lowercase Roman numerals**, centered, exactly .5 inch from the bottom of the page. To do this, create a new section for your main body (Page Layout–Breaks–Section Break), then edit your header/footer for the second

section, making sure that “Link to Previous” is not selected on the top menu bar.

- Do *not* number the title page. Begin numbering on the abstract page as **ii**.
- **Main text pages:**
  - Set **Arabic numerals**, in the upper right-hand corner, exactly 1 inch from the right edge of the page and .5 inch from the top edge of the page.
  - Number the first page of main text as **1**.
  - Set numbering on any landscape-oriented pages as if they were portrait-oriented pages.

## **Preliminary Pages**

A title page and abstract page are required for ALL papers. Use your discretion on the remaining preliminary pages. As per general formatting instructions above, doubled-space ALL preliminary pages.

- **Title Page – Required** (Follow the format of the sample title page at the end of this guide.)
  - Set all margins on the title page only to 1 inch. Then, center all text and lines.
  - Do *not* use bold font on the title page.
  - Double-space the title page.
  - Do *not* number the title page.
  - Draft your title to be a brief, accurate, and meaningful description of your work. Avoid oblique references and substitute words for formulae, symbols, superscripts, Greek letters, etc.
  - Include your full legal name, as it appears on registrar’s records, on the title page.
  - Format both your name and the brief title of your work in all caps.
  - Designate the correct degree you will receive (Master of Arts; Master of Fine Arts; Master of Science).
  - Include the official name of the program in which you will receive your degree.
  - Include the name of your thesis director. Type the name below a signature line with tight spacing.
  - If applicable, include the names of all your committee members. Type name(s) below signature line(s) with tight spacing.
  - Include the month and year at the foot of the page (October, January, or May followed by the year you will graduate). Do *not* include the date of the thesis defense.
  - Include the *unsigned* title page in the electronic document.
  - Submit a hard copy with signatures to Chris Kubik at The Graduate School of Arts and Science at 211 N. 5th Street, Camden, NJ 08102.
- **Abstract – Required** (Follow the format of the sample title page at the end of this guide.)
  - Double-space the abstract page(s).
  - Number the abstract page(s) with lowercase Roman numeral(s), beginning with **ii**.
  - Format both the heading and your name in all caps.
  - Include the name of your thesis director.
  - Set the text to begin four line spaces below the line with your thesis director’s name. Do *not* indent the first line of text.
  - Provide a succinct abstract of the thesis, summarizing clearly the problem or problems examined, the methods employed, and the major findings.

- Draft the abstract in English and do *not* exceed 350 words.
- **Preface – Optional**
  - Include a formal heading, placed at the top 1 inch margin.
  - Double-space the preface page(s).
- **Acknowledgement and/or Dedication – Optional**
  - Include a formal heading, placed at the top 1 inch margin.
  - Double-space the acknowledgement page(s).
- **Table of Contents – Optional**
  - Include a formal heading, placed at the top 1 inch margin.
  - Double-space all entries in the table of contents.
  - Include page references for each entry.
  - Include all preliminary and concluding sections.
- **List of Tables – Optional**
  - Include a formal heading, placed at the top 1 inch margin.
  - Double-space all entries in the list.
  - Include titles and page references for each entry.
- **List of Illustrations/Figures – Optional**
  - Include a formal heading, placed at the top 1 inch margin.
  - Double -pace all entries in the list.
  - Include titles and page references for each entry.

### **Main Text Pages**

Double-space ALL main text pages. Number main text pages with Arabic numerals, beginning with **1**.

- **Introduction**
  - Include a formal heading, placed at the top 1 inch margin.
- **Main Body**
  - Divide into chapters or sections, and include a formal heading (title) for each.
  - Begin each chapter or section on a new page, with the formal heading (title) placed at the top 1 inch margin.
  - As needed, further divide chapters or sections into one or more series of subsections, each preceded by a subtitle.

### **Appendices, References, Citations, and Bibliography**

Follow the order shown below when formatting your paper:

- **Appendices**
  - Include a formal heading, placed at the top 1 inch margin.
  - Double-space the appendices.
- **Endnote and Footnotes**
  - Include a formal heading, placed at the top 1 inch margin.

- Single-space all endnotes and footnotes.
  - Insert footnotes at the bottom of the page.
  - Insert endnotes at the end of chapters or at the end of the manuscript.
  - For chapter endnotes, begin each chapter's note with the number 1.
  - List numbers consecutively.
- **Bibliography**
    - Include a formal heading, placed at the top 1 inch margin.
    - Single-space each entry. Include one line space between each entry.

### **Images and Media**

The Library of Congress keeps a list of materials exempted from the Digital Millennium Copyright Act (DCMA), which includes fair use of short video clips in educational materials. You can see the complete list by visiting <http://www.loc.gov/today/pr/2010/10-169.html>.

- Any images or other media cited in the document must *not* be included in the ETD PDF document. Each image or media cited must be submitted as a separate, “supplementary” file. This allows the University to have discrete control over any access restrictions due to copyright or permissions without needing to restrict the entire document. It also allows for images to be submitted in higher resolutions than would be possible by embedding them in PDF documents.
- A list of illustrations/figures, citing any images/media referred to within the ETD document, must be included in the preliminary pages of the paper. All images/media must be labeled in accordance with this list.
- If you have acquired permission to use a work, or the work is available in the Public Domain or under a non-restrictive copyright license, please state so when uploading.
- Please see the [image and media preservation guidelines](#) for the Rutgers University Community Repository (RUcore). Your files do not have to strictly conform to these standards, but doing so will guarantee optimal preservation of the submitted works.
- Graphs, figures, tables, charts, maps, and photographs must be suitably sharp and clear.

### **When Submitting**

- A PDF copy of the master's thesis that strictly adheres to the format described in this guide must be submitted to <https://etd.libraries.rutgers.edu/login.php>.
- Any images or media cited in the document must each be submitted as separate “supplementary” files. Please see the section on “Images and Media” for more details.
- Submit a hard copy of the title page *with signatures* to Chris Kubik at The Graduate School of Arts and Science at 211 N. 5th Street, Camden, NJ 08102
- Decide if you want an embargo for your work.
  - There are four different embargo options: six months, one year, two years, and permanent. Having an embargo means that the public will not be able to view your PDF document and supplementary files for this determined period of time. Ask your graduate director if the embargo option is right for you. If this is something you and your graduate director believe you should have, email Chris Kubik at [chris.kubik@rutgers.edu](mailto:chris.kubik@rutgers.edu) with your name, program, and choice of embargo.
  - If you prefer to grant the public immediate access to your work, you do not need to select the embargo option.

- Decide if you want to submit your work to ProQuest. ProQuest is an online site that will make your work easily accessible to those researching the topic you covered. There is a cost to using ProQuest, and the student must use their own funds to cover the cost. It is \$65 for ProQuest to publish your work, and it is \$130 for ProQuest to publish and copyright your work. More information can be found on the following site: <http://www.proquest.com/en-US/>. Students also have the option to copyright their own work by themselves, and can do this by visiting <http://www.copyright.gov/eco>. For general information about copyrighting, visit <http://www.copyright.gov/help/faq>.

[TITLE OF THESIS]

By

[AUTHOR'S NAME]

A thesis submitted to the

Graduate School-Camden

Rutgers, The State University of New Jersey

In partial fulfillment of the requirements

For the degree of

Master of [Arts, Fine Arts, Science]

Graduate Program in [Name of Graduate Program]

Written under the direction of

[Name of Thesis Director]

And approved by

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[Name of Thesis Director]

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[Name of Committee Member] (If applicable, include a separate line for each member.)

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[Name of Committee Member]

Camden, New Jersey

[Month] and [Year of Graduation]

THESIS ABSTRACT

[Title of Thesis]

by [AUTHOR'S NAME]

Thesis Director:

[Name of Thesis Director]

Begin double-spaced text here, with no indentation of the first line.



## Thesis Style Guide Checklist The Graduate School at Rutgers-Camden

This checklist is to be used in conjunction with the Thesis Style Guide provided by the Graduate School at Rutgers University-Camden for reassurance that all main requirements are met. Additional and more detailed requirements are listed in the Thesis Style Guide, which can be found at <http://graduateschool.camden.rutgers.edu/files/Thesis-Style-Guide.pdf>. Papers that do not meet the requirements set forth in this style guide will be returned for resubmission. *You will not be certified to graduate unless your paper follows University standards.*

### **General Format**

- Preferred reference style (APA, MLA, Chicago, etc.) is used properly and consistently throughout the paper
- Font (typeface and size) is consistent throughout the paper
- Left margin is 1.5 inches on all pages, with the exception of the title page
- Top, right, and bottom margins are 1 inch on all pages
- All preliminary pages, with the exception of the title page, are numbered using lowercase Roman numerals, centered exactly .5 inch from the bottom of the page
- All main text pages are numbered using Arabic numerals, in the upper right-hand corner, exactly 1 inch from the right edge of the page and .5 inch from the top edge of the page
- The first page of the main text is numbered as **1**

### **Preliminary Pages – Title Page (Required)**

Note: Copy and paste the sample title page out of the Thesis Style Guide above.

- The title page is centered and double-spaced
- The title page is *not* numbered
- Do not upload a signed copy

### **Preliminary Pages – Abstract (Required)**

Note: Copy and paste the sample abstract page out of the Thesis Style Guide above.

- The abstract page is double-spaced
- Abstract text begins four line spaces below the line with your thesis director's name, with *no* first line indent
- Abstract text does not exceed 350 words
- Abstract page(s) are numbered using lowercase Roman numerals, centered exactly .5 inch from the bottom of the page, starting with **ii**

### **Preliminary Pages – Preface, Acknowledgement/Dedication, Table of Contents, List of Tables, List of Illustrations/Figures (Optional)**

Listed in order of appearance, if applicable

- All preliminary pages include formal headings
- All preliminary pages are double-spaced



### **Main Text Pages**

- All pages of main text are double-spaced
- Introduction includes formal heading
- Each chapter or section includes a title and begins on a new page
- If applicable, all subsections are preceded by a subtitle

### **Appendices, References, Citations, and Bibliography**

(Listed in order of appearance, if applicable)

- All appendices, references, citations, and bibliography pages include formal headings
- Appendices are double-spaced
- Endnotes and footnotes are single-spaced
- References, citations, and bibliography entries are single-spaced with a blank line between each entry

### **Submitting Your Document**

- Paper is converted to a PDF document; the title page does *not* have signatures
- PDF document is submitted to <https://etd.libraries.rutgers.edu/login.php>
- Hard copy of the title page with signatures is submitted to Chris Kubik at The Graduate School of Arts and Science at 211 N. 5th Street, Camden, NJ 08102