Master’s/Licentiate Thesis Handbook

The Catholic University of America
# TABLE OF CONTENTS

**Introduction.** ............................................ 2

**Writing Your Thesis** ................................. 2
Language Concerns ............................................. 2
Style...................................................................... 2
The Writing Center............................................ 3
CUA Academic and Research Computing Resources .......... 3
Using An Independent Typist or Service ....................... 3
The Copyright..................................................... 4

**The Elements of Your Thesis** ....................... 4
Preliminary Pages.................................................. 4
Title Page................................................................ 4
Abstract.................................................................. 4
Signature (Approval) Page...................................... 4
Optional Preliminary Pages....................................... 5
Body of Text.......................................................... 5
Introduction.......................................................... 5
Text...................................................................... 5
Notes/Footnotes..................................................... 5
Illustrative Materials............................................. 5
End Matter........................................................... 6
Optional End Matter............................................... 6
Bibliography.......................................................... 6

**Preparing Your Manuscript** ............................. 6
Computer............................................................ 6
Printer................................................................. 6
Ink..................................................................... 6
Typeface.............................................................. 6
Corrections.......................................................... 7
Paper................................................................. 7
Paper Alignment................................................... 7
Margins............................................................... 7
Line Spacing........................................................ 7
Pagination.......................................................... 7
Page Number Placement......................................... 7
Page Number Placement Illustration.......................... 8

**Deposit of the Final Manuscript** .................... 9
Deposit by Mail.................................................. 9
Submitting Your Manuscript to the Coordinator of Graduate Student Services ........................................ 9
Personal Bound Copies of the Manuscript.................... 9

**After Deposit** .................................................. 9

**Graduation** .................................................... 10

**Appendix** ....................................................... 10
Sample Thesis Title Page Without Copyright ................. 11
Sample Thesis Title Page With Copyright ..................... 12
Sample Thesis Signature Page.................................. 13
Sample Thesis Abstract.......................................... 14
Thesis Deposit Checklist ......................................... 15
Preparing to Deposit............................................. 15
Thesis Deposit Documentation.................................. 15
Placement of Photographs Within the Manuscript ............ 15

**Important Addresses** ..................................... 16
INTRODUCTION

This handbook is written for you, a student in the process of writing a master’s or licentiate thesis in partial fulfillment of the requirements for a graduate degree from The Catholic University of America. It is the official guide to university requirements governing the preparation and submission of your thesis.

All master’s degree candidates who have opted to write a thesis and all candidates for the licentiate degree are required to submit a formal, written paper as required by their school or department, to the Administrator of the Office of the Vice Provost and Dean of Graduate Studies.

The Thesis Handbook explains how you should format your thesis. When you deposit your manuscript, the Administrator will check it thoroughly to ensure that it conforms to the stated guidelines so that problems with binding and archiving in Mullen Library will be averted. We advise a careful application of the handbook’s directives so that your deposit is successful.

Certain departments and schools follow procedures and formatting described in the style manuals or sheets specific to their individual disciplines. Your department or school may expect you to follow these guidelines. However, instructions or formatting guidelines published in this handbook, in any published addenda to the handbook, or in the Graduate Announcements take precedence over discipline-specific guidelines. In the absence of any specific requirements in the handbook, you should use your discipline’s style manuals or sheets wherever applicable.

With the development of new binding and publishing technologies and revised university policies, the guidelines for the preparation and submission of manuscripts may change from year to year. We therefore advise against referring to previous editions of the handbook, or using a previously submitted manuscript as a guide for format or layout. If your research extends over several years, we also ask that you request a current version of the handbook from the Office of the Vice Provost and Dean of Graduate Studies, or access a current version on the Web at http://graduatestudies.cua.edu/res/docs/currentstudents/mastersthesis.pdf prior to preparing your final manuscript for deposit.

WRITING YOUR THESIS

Language Concerns

You should avoid writing in the first person plural (“we” and “our”). Even if you will conduct your research as part of a team, your thesis is your own work and is considered to be an individual project.

If the thesis is written in a language other than English, you should note this fact in the proposal. If primary or secondary sources are written or produced in a language other than English, you should indicate your knowledge of that language.

Style

Please note: The guidelines regarding format and style outlined in this handbook are requirements of the university and supersede any contradictory instructions that may be given in the various style manuals listed below or in any other publications. For any items not specifically addressed in this handbook, you should refer to the appropriate style manual and consult your department or school.

The Catholic University of America requires that all theses conform to The Chicago Manual of Style (Chicago: The University of Chicago Press, current edition) (hereafter The Chicago Manual). You may, however, have some difficulty in consulting The Chicago Manual alone. This publication is primarily a guide for editors and typographers preparing typescripts for printing. For easier reference, we recommend Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: The University of Chicago Press, current edition) (hereafter Turabian), which is an interpretation of The Chicago Manual specifically addressing the preparation of academic papers that will remain in typescript form.

In addition to using The Chicago Manual, several academic disciplines have adapted a specific style for use in the professional field for writing journal articles, submitting proposals, etc. You should check with your individual department or school to ascertain if there is a standardized style format for your discipline, or if they have adopted a style format that is standard in another, related discipline. Following is an abbreviated list of other style manuals also in use at CUA:

Biology:
Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers
(Council of Biology Editors)

Psychology and Nursing:
Publication Manual of the American Psychological Association
(American Psychological Association)

Chemistry:
The ACS Style Guide: A Manual for Authors and Editors
(American Chemical Society)

Modern Languages:
MLA Style Manual and Guide to Scholarly Publishing
(Modern Language Association)
These manuals, like The Chicago Manual, are primarily guides to the preparation of typescripts that will appear in some other printed form. However, these manuals do contain directions for the preparation of academic manuscripts, and you should be sure to note such references when available. Generally, you should use your own good judgment when interpreting the appropriateness of certain guidelines. For example, a running header (as prescribed by APA) is not appropriate for a thesis, since the header is generally used for typescripts that may be reprinted in a journal with other manuscripts. Likewise, the double-spacing of all text, including quotations (as prescribed by MLA) is not appropriate for a thesis, since the manuscript submitted to the university is considered to be in final form, and will not be transcribed into another form for further processing. Generally, these various manuals are helpful for citations of references and forms of notation.

Your thesis director and others in your school or department will assist you in the appropriate interpretation of discipline specific guidelines within the context of university requirements. When in doubt, contact the coordinator for assistance.

Since these guides are periodically revised and updated, please be sure to consult the most current edition of any manual used. The manuals listed above are standard publications and are usually available at the CUA Bookstore or any other academic or larger bookstore.

The Writing Center

The Writing Center provides support services to students at all stages of the writing process. The Writing Center strongly recommends that you call to make an appointment (202-319-5018) to speak with one of its trained consultants, graduate students in the English Department. Walk-ins are welcome on a space-available basis.

CUA Academic and Research Computing Resources

The Center for Planning and Information Technology (CPIT) offers a wide range of services for graduate students. CPIT issues a computer account to all faculty, staff, and students. CPIT also provides students, faculty, and staff with an extensive computer education and training program. The CUA Computing Web site provides details about computing at CUA, including information about training, computing resources available, a knowledge bank, a computing guide, and activities underway.

In addition, CPIT provides service and support for all technology classrooms and computing areas on campus. A general computing area in Leahy Hall, with both Windows and Macintosh machines, is open twenty-four hours a day during the semesters. Other computer-equipped classrooms and computing areas are open and available for use by any member of the CUA community. The formatting guidelines prescribed in this handbook can be handled by word processing software (Microsoft Word) in any lab on campus, and by WordPerfect in the Leahy Lab. The Academic Services division of CPIT can help with any formatting or related questions or projects, including digital research. Academic Services can also help you digitize it or prepare your project for electronic publication. For further details, please go to http://computing.cua.edu/.

Using An Independent Typist or Service

Typists and word processing agencies frequently post advertisements on bulletin boards throughout the university. Please keep in mind the following when dealing with typists or word processing agencies:

- You should have an extra copy of the draft of your manuscript in the event of loss of or damage to the original draft. On the draft copy, it is often a time- and error-saver to the author and typist if the footnotes are submitted on pages separate from the text.
- Discuss the following with the typist:
  - Is the typist familiar with foreign expressions, equations, formatting tables and charts, etc. that you're using in the manuscript?
  - Will you already have properly formatted the final draft, or is the typist responsible for following CUA- and discipline-specific formatting guidelines?
  - May the typist correct minor grammatical and spelling errors?
  - What materials will the typist use (paper, ink, etc?) Do these conform to CUA requirements?
  - Will you or the typist supply the materials?
  - What kind of word processor or computer will the typist be using? What style and size typeface will be used?
  - Will the typist proofread the finished work? (Of course, it is your responsibility to do the final proofreading, but the typist should proofread for obvious typographical errors.).
  - If the typist makes a mistake, will s/he retype the page without additional charge?
  - If you have made a mistake, will the typist charge extra to correct the mistake?
  - Will the typist edit the manuscript? If so, what will the editing cost?
  - After agreeing with the typist on a deadline for completion of the manuscript, what will be the penalty for not meeting the deadline?

- Always be aware that prices quoted per page will likely be affected by the use of foreign words, equations, or complicated tables and charts. You should attempt to cover with the typist all aspects of the preparation of the final manuscript before you present the draft for final typing.
- You should be sure to secure a typist well in advance of deposit deadlines. Typists are in great demand at peak periods prior to graduation dates.
- Whether or not you have already formatted the draft, give the typist a copy of the CUA formatting guidelines as well as any discipline-specific formatting guidelines that you may be using. Emphasize the importance of following these guidelines. Encourage the typist to contact the coordinator if s/he has any questions concerning formatting.
The Copyright

The Office of General Counsel of The Catholic University of America has prepared an information sheet on the issues involved in the copyright of your thesis and registering your copyright with the Library of Congress. It is important that you read this document prior to making the decision whether or not to register your copyright with the U.S. Copyright Office of the Library of Congress.

You can also access extensive information on your copyright at the Web site of the Office of General Counsel (http://counsel.cua.edu/copyright/index.cfm) and of ProQuest (http://www.umi.com/hp/Support/DExplorer/copyrght/).

While permission from CUA is not required for master’s and licentiate students to copyright their theses, students should inform the vice provost and dean of graduate studies in writing of their intention to copyright their theses. This written notification will then be included along with the manuscript when it is eventually sent to the John K. Mullen of Denver Memorial Library for archiving.

THE ELEMENTS OF YOUR THESIS

Preliminary Pages

The Title of the Thesis

Your title should be exactly the same one as submitted on your thesis proposal. The title page must follow exactly the formatting examples given in the Appendix. This is not the place for any creative efforts — special fonts, spacing, sizing, boldface or italic type, etc. Do not place the title in all caps.

Your Name

You must use your “name of record” on the title page. This is your official name, as recorded by the registrar of CUA. If this name uses titles or suffixes, include them. However, you may not include job titles or organizational affiliations (your diocese, your military unit, your employer, etc.). Although you may have been sponsored and supported in your studies, your thesis is your own work, for which you are solely responsible. You may recognize sponsors in an acknowledgement or dedication.

The Copyright Symbol ©

Copyright privileges vest with you as author immediately upon creation of your thesis, whether or not you include the © symbol on your title page, and whether or not you register your copyright with the U.S. Copyright Office in the Library of Congress. You must decide whether to place the © symbol on your title page.

The Date

The date on the title page of your thesis is the year (no day or month) in which you completed the final manuscript and handed it in for deposit, with the expectation that it will be made available to others. This is also the date on which your copyright takes effect. This is not necessarily the year in which you graduate. For example, if you deposit in December 2001, you may graduate in January 2002. In this case, the date on your title page should be 2001.

Abstract

Certain programs require master’s or licentiate degree candidates to submit summaries of their thesis to the university. You should check with your school and department to determine if you must submit a summary or abstract.

The abstract must be written in English, even if your thesis is written in a foreign language. It should contain no special characters or any text written in a non-Roman alphabet. The text of the abstract should be double-spaced.

The abstract should provide a concise summary of the following information:

- A statement of the problem
- A description of the research procedure or method
- An explanation of the results of the research
- A summary of your conclusions

Since the abstract is an important summary of your work and is the basis upon which scholars may decide to read the entire thesis, you should exercise great care in preparing the text.

Place the abstract directly behind the title page, but do not number it (see Pagination below).

Signature Page

Your thesis must have an approval page signed by your director and reader(s). You are responsible for typing this page and obtaining the necessary signatures. Manuscripts that do not include an approval page, signed by all committee members, cannot be accepted for deposit. Signature substitutions are unacceptable (i.e., a dean or department chair may not sign for a committee member). You should therefore arrange to obtain all signatures well in advance of your anticipated deposit date. The coordinator of graduate student services cannot assume responsibility for obtaining signatures, even if you must deposit by mail.

You should prepare the signature page, following the formatting guidelines in the Appendix, print it out on the acid-free paper required for submission of your manuscript, and make arrangements with the members of your thesis committee to get the page to them for their signature.

Number the signature page at the bottom center of the page with lowercase Roman numeral “ii” (see Pagination below).
Optional Preliminary Pages

You may include a dedication, an epigraph, a list of illustrations, a list of tables, a list of abbreviations (may alternately appear in the end matter), a foreword, a preface, or acknowledgements in the front matter of your thesis. Please refer to the Pagination section of this handbook for information on the order of appearance and pagination of these optional preliminaries.

Body of Text

Introduction

An introduction is optional. If you choose to include it, please follow your discipline-specific guidelines in deciding whether to make the introduction an independent section or to consider it formally as your first chapter. In either case, the introduction is the equivalent of a first chapter of your text and will be numbered accordingly. It is not a part of your preliminary materials.

Text

Following this general overview of the elements of your thesis, we will describe the required formatting and give you guidelines for including graphs, photographs, other illustrative materials, and addenda (nontext items) in your dissertation. Please refer to the appropriate sections below.

Notes/Footnotes

Footnotes are strongly preferred over chapter endnotes simply for the convenience of your readers. Generally, you should number footnotes consecutively throughout the entire paper. However, if there are more than 100 footnotes, number them consecutively by chapter. Endnotes should appear at the end of each chapter — never at the end of the entire paper. Refer to the appropriate style manual of your discipline for proper notation and reference format.

Illustrative Materials

Illustrative materials include photographs, charts, graphs and tables, prints, maps, reproductions, renderings, hand-drawn items, etc. Select for inclusion only the highest quality items.

Color

It is strongly recommended that illustrative materials be in black and white. If necessary, you may include color items in your manuscript. The ink used to color the item must be permanent and stable, retain its brilliance, and not flake or brush off with age.

Placement within Manuscript

You may include illustrative materials either in the body of the text or in the appendix. If included in the text, the materials should be inserted as close as possible to their first reference in the text. The explanation should precede the item. If you include the materials in an appendix, the explanation should also precede the item.

Placement on Page

Smaller items such as photographs or other reproductions that are glued onto pages should be staggered in alternating locations on the pages throughout the text: one at the top of a page, the other at the bottom of another page; one to the left, one to the right. In this way you can avoid making the manuscript too bulky in any one place. The items must be placed within the specified margins for the manuscript. See the examples of placement options in the Appendix.

Alignment of Page Numbers

Whether or not the illustrative material is placed in the manuscript in portrait or landscape format, the pagination should follow the alignment rules established for the rest of the manuscript, with page numbers either centered or to the right at the narrow top edge of the paper. (Unless they appear in the Appendix and are therefore centered at the narrow bottom edge of the paper). Please refer to the section on Pagination.

Charts and Graphs

The charts and graphs may be in color. However, design the items in such a way that when they are copied in black and white, readers will be able to differentiate between the bars, pie sections, lines, etc.

Photographs

The inclusion of photographs in your manuscript is discouraged, because these do not reproduce well. If you do include photographs, they must be of excellent quality. If in color, they should have been produced using a color process producing sharp images and brilliant and long-lasting color (for example, Ilfochrome using glossy rather than pearl backing).

The photographs should be dry mounted on the paper. Never use normal paper glue, rubber cement, etc., which over time can cause curling, become brittle, disintegrate, or discolor the photograph or paper on which the photo is mounted. Be sure to refer to the Placement of Photographs in the Appendix.

Oversized Items

If possible, reduce the over-sized items to 8.5-inch x 11-inch page size, making the copies as clear and precise as possible. If you must include an oversized item, such as a map or diagram, carefully fold the item into the manuscript, using as few folds as possible. The folded document should be within the standard page margins. Place the right-hand fold(s) of the item at least one inch inside of the right page edge. Take care that a left-hand fold is not within the margin needed for binding the manuscript.
Reproductions
Use only excellent quality reproductions, if possible in black and white. Remember the item will lose definition in the copying process, easily becoming illegible, and that colors may fade or brush off with age.

Hand-Drawn Items
If you must include special symbols or other hand-drawn elements in the text or as illustrative materials, use only high-quality waterproof black ink and render the hand-drawn elements as carefully, clearly, and neatly as possible.

End Matter
Optional End Matter
Optional end matter may include an appendix or appendices, a glossary, a list of abbreviations (may also appear with the preliminary pages) and addenda (nontext items such as tapes, CDs, etc.).

Letters of Permission
In the event that you are including in your manuscript material that does not fall in the “fair use” category, you must request permission from the holder of the copyright to include the materials. For information on “fair use” and an example of a letter requesting permission to use the material, see the Web site of the Office of General Counsel (http://counsel.cua.edu/copyright/index.cfm). If you have requested permission from other authors or publishers to use material in your dissertation, you should include the letters of permission in your manuscript. Place such letters, separately labeled in an appendix, at the rear of the manuscript.

Packaging Addenda
Where appropriate, addenda should be placed in pockets designed for that type of material. Label the pockets clearly with the title of the thesis, your name, a description of the contents of the pocket, and instructions for the use of the contents.

List the addenda, in the order of inclusion but unnumbered, in the Table of Contents.

Bibliography
Consult your department or school and the appropriate style manual for instructions on the discipline-specific formatting of the different types of references in your bibliography.

PREPARING YOUR MANUSCRIPT

Computer
The use of computers from the very earliest stages of writing is strongly recommended. By using modern word processing programs (Word, WordPerfect, etc.), it is possible to make corrections, edit, check grammar and spelling, place footnotes, and define formatting. Please see the section headed CUA Computer Resources for instruction and assistance available on campus.

Although the grammar and spell check features of a word processing program are helpful, do not rely upon them completely. The program cannot recognize your specific use of a word, and will not necessarily pick up on such things as comma rules for independent and dependent clauses, or the difference between “forth” and “fourth.” In the end, you alone must carefully edit and correct the final version of your manuscript.

Printer
The use of laser printers is strongly recommended. If necessary, you may use the highest quality inkjet printer. The use of dot-matrix printers is no longer permitted.

Your original manuscript should be printed directly onto the prescribed paper. If absolutely necessary, you may produce an original manuscript by photocopying the final text onto the required paper, as long as the photocopy is clean, clear, and of high-definition. In any case, the fact that the original is a photocopy should not be discernible.

Ink
If you are using a laser or inkjet printer, be sure the cartridge does not register “low” while you are printing.

Typeface
The following standard printing fonts are acceptable: Times New Roman, Courier, Garamond, Palatine, or New Century Schoolbook. The text of the manuscript should be printed in 12-point type.

Avoid typefaces smaller than the above, or special typefaces that print in script or in any other nonstandard mode. It is permissible to mix typefaces and fonts to give the finished product a professional appearance, for example using bold typeface or a larger font in titles. It is important, however, that your style elements be consistent throughout the manuscript.

Use either underlining or italics to emphasize text. Do not mix them — one system should be used consistently throughout the paper.

You may use proportional spacing, as well as right-margin justification, as long as you use hyphenation appropriately. Control carefully for orphan and widow lines. An orphan line is the first line of a paragraph that is the last line on a page. A widow line is the last line of a paragraph that is the first line on the next page. These sometimes look awkward because the bulk of the paragraph is on another page.

Laser and inkjet printers are usually able to print special characters such as accent marks, scientific formulae, the copyright symbol, etc., available in later-model word processing programs such as Word or WordPerfect. In individual cases, and only if the printing of such characters is not possible, you may write such characters by hand on the typescript. These characters must be drawn carefully and neatly, using only waterproof black ink.

As a general practice, endnotes should be the same size and font type as the text. You may use a slightly smaller font size in footnotes, however in no case should the font size be less than 10 point.
Corrections

Corrections must be made to the text prior to printing. Ink corrections of any kind or correction fluids are unacceptable. If the manuscript is to be photocopied onto the required paper, you may make corrections on the original before it is photocopied. Any corrections should, of course, be neat and clean, and invisible when copied. You may not make corrections to a photocopied manuscript.

Paper

Size of Paper

The standard paper size is 8.5 inches by 11 inches.

Type of Paper

The paper must be plain white, nontextured, and acid-free. Off-white or cream-colored paper is unacceptable. Its weight must be a minimum of 20-pound bond, with at least 25 percent cotton rag (fiber) content. CUA recommends 50 percent cotton rag content. Most paper companies state the weight and rag content of the paper on the packaging. A watermark may also carry this information.

Any illustrative materials submitted with the manuscript (see above) must also be on archive-quality paper.

It is imperative that the paper be acid-free. Your manuscript will be bound and shelved. If the paper is not acid-free, it will turn yellow and disintegrate within a relatively short time. Only acid-free paper is considered to be of archival quality. At the time of deposit of your thesis, the coordinator will test the acid content of your manuscript paper.

We have asked the CUA Bookstore to keep a supply of the prescribed acid-free paper in stock. Many stationery supply stores and copy shops also carry the paper. Be sure the box of paper is marked “acid-free” — a watermark or designations such as “highest quality” do not guarantee that the paper is acid-free. If you are in doubt, you may bring a sample of your paper to the office of the coordinator, who will test the paper with a Ph-testing pen.

Do not use erasable bond paper; which is expensive, difficult to work with, smudges easily, and does not produce a crisp, well-defined print. Red lined paper is also unacceptable.

Paper Alignment

Print or type on only one side of the paper, using portrait orientation of the text: The text should appear on the paper so that the left-hand margin of the text runs along the 11-inch length of the paper and 8.5 inches represents the top and bottom of the paper. The long left-hand edge is the binding edge. Exceptions may be made for charts, graphs, drawings, etc. However, pages must always be paginated with 11 inches representing the length and 8.5 inches representing the width, regardless of the placement of charts, graphs, or drawings.

Margins

The left hand margin must be 1.25 to 1.5 inches wide to allow for binding. The top, bottom, and right-hand margins should each be one inch wide. Page numbers are considered text and should not fall within the one-inch margins. There must be at least a clear one-inch space between the edge of the paper and the edge of the page numbers. When the manuscript is bound the paper must be trimmed, occasionally more than once. The one-inch margin is necessary to ensure that the page numbers will not be lost in case of successive cuts. At the time of deposit, the coordinator of graduate student services will measure for the correct margins.

Line Spacing

Double-space the text uniformly throughout the manuscript, with the exception of footnotes, quotations, etc. Refer to Turabian or to your discipline’s style manual for proper spacing instructions.

Pagination

Every page of the manuscript following the title page, with the exception of the (optional) abstract, must carry a number. Preliminary pages should be numbered in lowercase Roman numerals. The text should be numbered in Arabic numerals, which continue consecutively throughout the remainder of the paper, including end matter.

Do not accompany page numbers with any other symbols. For example, the following methods are not acceptable: “Page 1,” “Page One,” “p. 1,” “-1– “ etc. Also, pages may not be supplemented, for example, 7a, 7b, 7c.

Page Number Placement

All preliminary page numbers should be centered at the bottom of the page. Additionally, all end matter, i.e., every page after the main text, including appendices and bibliography, should be paginated at center bottom throughout.

All text page numbers can either be centered at the top of the page, or appear in the upper right hand corner, with the exception of those pages carrying a major heading, such as the first page of a chapter, in which case the number should be centered at the bottom of the page. Even if charts, illustrative materials, etc., are inserted in the manuscript in landscape format, the page numbers must appear on the page and be consistent with all other pages of text in portrait format.

On rare occasions, it will not be possible to place a page number on an illustration, photograph, etc. In this case, consider this page to have the next consecutive number, continuing the sequence on the following page.
### Page Number Placement Illustration

Organize and number the pages of your manuscript as follows:

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Page Numbers</th>
<th>Page Number Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>No number</td>
<td></td>
</tr>
<tr>
<td>Abstract (optional)</td>
<td>No number</td>
<td></td>
</tr>
<tr>
<td>Signature Page</td>
<td>ii</td>
<td>center bottom</td>
</tr>
<tr>
<td>Preliminary materials</td>
<td>iii, iv, v, etc.</td>
<td>center bottom</td>
</tr>
<tr>
<td>Dedication (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epigraph (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Illustrations (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Tables (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Abbreviations (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreword (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preface (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledgements (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction (optional)</td>
<td>1</td>
<td>center bottom</td>
</tr>
<tr>
<td><em>(either as independent section or as first chapter)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter/Major Heading pages</td>
<td></td>
<td>center bottom</td>
</tr>
<tr>
<td>Text</td>
<td>2, 3, 4, etc.</td>
<td>center top or right top</td>
</tr>
<tr>
<td>End matter</td>
<td>Continue consecutive numbering</td>
<td>center bottom</td>
</tr>
<tr>
<td>Appendix/Appendices (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glossary (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Abbreviations (if applicable)</td>
<td></td>
<td><em>(alternately, may appear in preliminary materials)</em></td>
</tr>
<tr>
<td>Bibliography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters of Permission (if applicable)</td>
<td></td>
<td>No number</td>
</tr>
<tr>
<td>Addenda (nontext materials, such as CDs, tapes, etc.)</td>
<td>No number</td>
<td></td>
</tr>
</tbody>
</table>
DEPOSIT OF THE FINAL MANUSCRIPT

After your committee has accepted your thesis, you may deposit your final manuscript with the coordinator of Graduate Student Services. The coordinator can accept approved manuscripts, by appointment, at any time throughout the calendar year. The deadlines for deposit published in the Academic Calendar specify the latest date on which a thesis may be deposited in order for you to be eligible to receive your degree on the next graduation date.

Please keep in mind that close to a deposit deadline, appointment slots fill up quickly. It is to your advantage to make an appointment as far in advance of the deadline as possible to allow time to pick up or have sent to you all necessary information and deposit documentation. The deadlines for final deposit with the coordinator cannot be extended.

In order to assure that the deposit of your thesis goes smoothly, the coordinator suggests a preview of your manuscript prior to the comprehensive exam. The preview is arranged by appointment and involves looking over the reader’s copy on regular paper and giving you direction on any necessary changes to the formatting of your manuscript. It also allows time to make those changes. Past experience has shown that this works very well in to relieve anxiety over the final deposit. For instructions on how to preview electronically, please contact the coordinator.

Prior to deposit, it will be your responsibility to make any changes to your manuscript required by your thesis committee and to obtain the signatures of all of the thesis committee members on your signature page. Please note that individual schools can require you to submit your final thesis manuscript to your committee by a deadline earlier than the final university deposit date listed in the Academic Calendar. Please consult with the dean’s office concerning your school’s requirements for deposit.

Degrees are conferred three times each academic year, generally in October, January, and May. The final date for deposit of approved manuscripts for each commencement date is noted in the Academic Calendar.

At the time of deposit, the coordinator will review your manuscript for adherence to university guidelines and will check all deposit documentation. If all is in order, the coordinator will issue you a receipt for deposit of the manuscript and payment of the requisite fees. Copies of this receipt will be forwarded to your dean and the offices of the registrar, and controller with the fee. If you have also met all other requirements for the master’s or licentiate degree, your dean can place your name on the graduation list submitted to the Academic Senate for final approval.

Deposit by Mail

If you must deposit by mail, please allow several additional weeks prior to any deposit deadline. Experience has shown that it takes considerable time to rectify problems by mail. Before mailing, be sure that all copies, fees, etc. are included, and that you have obtained all required signatures. The coordinator of Graduate Student Services will not be responsible for obtaining signatures. You are solely responsible for ensuring that all requirements pertaining to the deposit of your thesis are met by the appropriate deadline. Certified mail is recommended for sending materials — Express Mail is suggested if at all close to a submission deadline. In order to better track your package, please notify the coordinator of Graduate Student Services when you have mailed your manuscript.

For your protection, you should always keep a complete copy of your final manuscript.

Submitting Your Manuscript to the Coordinator of Graduate Student Services

In the Appendix to this handbook you will find a Thesis Deposit Checklist outlining the steps to follow in preparing to submit the manuscript for deposit and listing the documentation and fees you must submit at the time of deposit. Please note that the coordinator cannot accept for deposit any manuscripts not accompanied by all required documentation. Please do not expect the coordinator to obtain any necessary signatures or complete any required documentation on your behalf.

Personal Bound Copies Of the Manuscript

The university does not provide personal binding services for students. You may order bound copies from a commercial bindery. Information on this option is available from the coordinator.

AFTER DEPOSIT

Shortly after your formal date of graduation, the coordinator of graduate student services will forward your thesis manuscript in its Manila envelope to CUA’s Mullen Library. The materials will be retained permanently in the library.
GRADUATION

General Information

All graduation candidates must file a diploma card in their dean’s office by the deadline stated in the Final Class Schedule for the semester in which they plan to graduate. You should indicate at that time whether you plan to participate in the May commencement exercises.

If you attend the May commencement exercises, you may receive your diploma at that time. If you are graduating in October or January, or plan to walk in May but wish to have your diploma mailed to you before the May commencement, you may inform the registrar in writing of the address to which you wish to have your diploma sent. It is expected that you will attend commencement exercises. If you are unable to do so, you must write a letter to the provost of the university at least one week before commencement exercises asking to be excused and stating your reasons for not being able to attend the exercises.

You may request a transcript from the Office of the Registrar prior to or following your formal graduation. The request, in writing, must include the following information:

- Full name
- Address
- Date of birth
- Social Security Number
- School
- Dates of attendance

Also, remember to keep the Office of Alumni Affairs informed about any further changes of address.

If you publish your thesis after receiving your degree, you are expected to acknowledge in the publication that the paper was originally submitted in partial fulfillment of requirements for a graduate degree awarded by The Catholic University of America.

If you have any questions concerning the information or instructions in this handbook, please contact the coordinator of graduate student services in the Office of the Vice Provost and Dean of Graduate Studies.

APPENDIX

Thesis Title Pages

Please format your title page exactly as illustrated. Use the same font and font size as you use in the body of the text. Do not use bold typeface, or change the font size. Note that the first letter of each line of text is capitalized.

Sample Thesis Title Page without Copyright
Sample Thesis Title Page with Copyright

Thesis Signature Page

Thesis committee members must sign on the blank lines provided.

Thesis Abstract

Optional-check with your school or department.

Thesis Deposit Checklist

Preparing to Deposit Your Thesis
Thesis Deposit Documentation

Placement of Photographs

Important Addresses
THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Thesis Should Appear Here
Do Not Put Title in All Capitals

A THESIS

Submitted to the Faculty of the
Department of (if applicable) ________________

School of ________________

Of The Catholic University of America

In Partial Fulfillment of the Requirements

For the Degree

Master of/Licentiate in ________________

By

(Author’s Name of Record)

Washington, D.C.

(Year)
Sample Thesis Title Page With Copyright

THE CATHOLIC UNIVERSITY OF AMERICA

The Title of the Thesis Should Appear Here
Do Not Put Title in All Capitals

A THESIS

Submitted to the Faculty of the
Department of (if applicable) ________________
School of ________________
Of The Catholic University of America
In Partial Fulfillment of the Requirements
For the Degree
Master of/Licentiate in ________________

©

Copyright
All Rights Reserved

By
(Author’s Name of Record)

Washington, D.C.

(Year)
This thesis by (author’s name) fulfills the thesis requirement for the master’s/licentiate degree in (program name) approved by (name of director, degree), as Director, and by (name of reader, degree) as Reader.

(Name, degree of director), Director

(Name, degree of reader), Reader
Sample Thesis Abstract

[An abstract is not required in all master’s or licentiate programs.]
[Check with your school or department to be sure.]

The Title of the Thesis Should Appear Here
Do Not Put Title in All Capitals

Name of Record, Degree (M.A., J.C.L., M.S.E., etc.)

Director: Name, Degree

The text of the abstract appears here, double-spaced, no more than 350 words, pages not numbered. The abstract may be two pages in length.
Thesis Deposit Checklist

Preparing to Deposit Your Thesis

❑ The coordinator of graduate student services will not accept, hold for further processing, or certify any thesis that is not formatted correctly or is not accompanied by all necessary documentation and copies (see below) and all necessary signatures.

❑ Inform the coordinator of graduate student services of your intention to deposit. Pick up or have mailed to you all documentation necessary for deposit. Schedule a preview of your thesis with the coordinator so that you may clear up any questions you may have concerning the formatting of your thesis.

❑ Make an appointment with the coordinator for the deposit of your thesis.

❑ Prior to your appointment date, submit the form Dissertation/Thesis/Licentiate Deposit Data to the coordinator. This is very important, in case the coordinator needs to get in touch with you for any reason and so that your data is entered correctly prior to your appointment.

❑ Make sure that the title of your thesis corresponds exactly to the title on your thesis topic proposal.

❑ Print out your thesis on the prescribed paper. After printing, go through the manuscript page-by-page to check for formatting, numbering, printing errors, missing or misplaced pages, etc.

❑ Obtain all necessary signatures on your thesis signature page.

❑ Make the required number of copies of the title and signature page.

Thesis Deposit Documentation

❑ One original manuscript with (optional) abstract and signature page in a manila envelope

❑ One copy of the title page, in the envelope

❑ One copy of the signature page, in the envelope

❑ A check made out to “The Catholic University of America”:

  Please write your Social Security Number on the check:

Binding: $45

Placement of Photographs Within the Manuscript

Correct Placement

Incorrect Placement
IMPORTANT ADDRESSES

Coordinator of Graduate Student Services
Office of the Vice Provost and Dean of Graduate Studies
116 McMahon Hall
Tel: 202-319-5247
Fax: 202-319-6174
Web site: http://graduatestudies.cua.edu

The Writing Center
O'Boyle Hall
Tel: 202-319-5018
Web site: http://arts-sciences.cua.edu/engl/wc

Committee for the Protection of Human Subjects
Office of Sponsored Programs and Research Services
213 McMahon Hall
Tel: 202-319-5218
Fax: 202-319-4495
http://sponsoredprograms.cua.edu/