

# INSTRUCTIONS FOR PREPARATION OF A MASTER'S THESIS

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## TIMETABLE & APPROVAL PROCESS

Each graduate program and/or college has a recommended timetable based on when thesis defenses, presentations, exhibits, performances, etc. can be scheduled. Please consult with your thesis advisor to establish the timetable needed for your particular project.

It is important to allow ample time between your committee reviews, edits, and final submission to meet the Graduate School deadline in order to graduate.

Once the thesis has been approved by the program committee, the PDF copy of the thesis will be submitted to the Graduate School Office/Assistant to the Dean.

Formatting will be reviewed and all recommendations and changes requested will be emailed to the student within 48 hours of submission

Once the final edited copy has been approved by the GSO/Assistant to the Dean, and the Dean, the student's thesis requirement will be marked as complete.

**Spring 2024 theses pdfs are due the Graduate School Office by April 15, 2024.**

## COMPOSITION OF THE THESIS COMMITTEE

- There should be a minimum of three but no more than five members on the committee.
- The majority of the committee members must be full-time Winthrop graduate faculty members.
- The committee is normally comprised of full-time members of the Winthrop University Graduate Faculty.
- One member is the student's thesis advisor who also serves as chair of the committee.
- In special circumstances, one or more members may be from outside the graduate faculty if that prospective member(s) would bring substantial expertise or experience to the committee.
- In such a case, the inclusion of the person would require the approval of the chair of the committee, the chair of the student's department, and the dean of the college.
- Only in extenuating circumstances should the composition of the committee change. In such situations, the chair of the student's department must be involved and a written justification by the chair of the graduate coordinator should be submitted.

## STYLE MANUAL

Arts Administration: MLA

Art Education: APA

Biology: CSE

Education: APA

English: MLA

Fine Arts: MLA

History: Turabian

Physical Education: APA

Nutrition: AMA

Links to each style: <https://www.winthrop.edu/writingcenter/helpful-links.aspx>

If you have any questions about formatting, please reference formatting suggestions from the Purdue Online Writing Lab: [https://owl.purdue.edu/owl/research\\_and\\_citation/](https://owl.purdue.edu/owl/research_and_citation/)

## FONTS

Font style and size, density of ink, etc. will be determined by the graduate program director and thesis advisor. Care must be taken to ensure that characters are readily distinguishable. For example, the letter “l” should be distinguishable from the number “1”.

### APPROVED FONT STYLES FOR TEXT

This is the font style of Times New Roman at 12.

This is the font style of Times New Roman at 11.

This is the font style of Arial at 12.

This is the font style of Arial at 11.

## MARGINS AND FORMATTING

- The left-hand margin must be at least 1 ½ inches.
- The right-hand, top and bottom margins must be at least 1 inch, but no more than 1 ½ inches.
- Page numbers must be no less than 1 inch from the right edge of the paper.
- All pages of text must be vertical.
- If tables or illustrations need to be lengthwise on the paper, the top should be on the non-binding edge side.
- Except for prefatory matter, which should be numbered with lower-case Roman numerals, thesis pages should be numbered consecutively beginning with the Arabic number 1.
- Preface pages should begin numbering with the title page, however, no number should appear on the title page (i.e. the subsequent page should be “ii”).
- Do not number the approval page.

## ORDER OF THE THESIS ELEMENTS

1. Approval Sheet. *A sample sheet is provided at the end of this document*  
The titles on the Approval Sheet and on the Title Page of the thesis must be identical.  
The Approval Sheet is to be placed before the Title Page.  
The date on the sheet should be the month and year in which the student expects to graduate.  
Do not number this page.
2. Title Page. *A sample sheet is provided at the end of this document*  
Every thesis submitted to Winthrop University must contain a title page in the exact form found in the attached example.  
Do not number this page.
3. Abstract  
Numbering will begin on this page with “ii”.
4. Preface and/or Acknowledgements.  
Although not required, if either of these are included they should be concise.
5. Table of Contents  
Do not list “Table of Contents” as a line item on the Table of Contents
6. List of Tables.  
Be sure to put in a page number of the tables.
7. List of Illustrations.  
Be sure to put in page number of illustrations.
8. Main body of thesis with well-defined divisions or chapters.
9. Appendices
10. References, if applicable.  
*The order of the references and appendices can be reversed if desired.*

**Sample Approval Sheet for Master's Thesis**

(month of graduation), 2024

To the Dean of the Graduate School:

We are submitting a thesis written by \_\_\_\_\_ entitled  
\_\_\_\_\_. We recommend acceptance in partial fulfillment of the  
requirements for the degree of Master of \_\_\_\_\_.\*

\_\_\_\_\_  
*Name, Thesis Adviser*

\_\_\_\_\_  
*Name, Committee Member*

\_\_\_\_\_  
*Name, Committee Member*

\_\_\_\_\_  
*Name, Dean, College of \_\_\_\_\_\*\**

\_\_\_\_\_  
Jack DeRochi, Dean, The Graduate School

*\*Appropriate degree*

*\*\*Appropriate College*

**Sample Title Page for Master's Thesis**

TITLE  
(all caps)

A Thesis  
Presented to the Faculty  
Of the  
College of \_\_\_\_\_  
In Partial Fulfillment  
Of the  
Requirements for the Degree  
Of  
Master of \_\_\_\_\_  
In \_\_\_\_\_  
Winthrop University

(month of graduation), 2024

By

Author