

Revised Specifications for Master's Theses and C.A.G.S . Action Research Theses

One copy of each thesis is to be submitted to the Graduate Program Coordinator. The Program Coordinator will deliver the copy to the School of Graduate Studies, which will have the thesis proofread for format and consistency. If there are no revisions needed, the School of Graduate studies will convert the thesis to a PDF and forward that, along with 1) the completed signatory page and 2) the Digital Commons Deposit Agreement, to the university Archivist, who will upload them into digital commons. If there are correction to be made, SGS will return the thesis to the coordinator who will be responsible for having the student make those corrections.

Physical Requirements:

Margins: The margin should be 1” on the left, right, top and bottom of the page.

Page numbers: Every page in the thesis must be counted, including prefatory materials and appendices. Use small Roman numerals for the front matter and Arabic numerals for the text (the text must begin with page 1).

Typeface/size/print quality/spacing: Use a standard typeface of 10-, 11-, or 12 point size. Do not use italic (script) print except for foreign words, book and journal titles, and special emphasis. You may use larger size type for the title of the thesis and for chapter headings, as long as it is not larger than 18 point. Reduced type may be used within tables, figures and appendices. Print resolution must be laser quality and double spaced, although single spacing is allowed in bibliographies and notes.

Title Page:

The title page is the first page of the thesis (see sample appended to these guidelines). Salem State University and The Graduate School must appear as the first two lines on the title page. The third line should contain the name of your department. In addition, be careful to use the correct title of your degree program on the line that reads “A Thesis in ____.”

Use your legal name as it appears on your records in the Registrar’s Office. Your name must appear in exactly the same form each time it is used in the thesis (i.e., title page, signatory page, etc.). If you use a copyright line, you may begin it with either the word “Copyright” or the copyright symbol. It should be followed by the year and your name.

Designate the degree you will be receiving, for example:

Master of Arts

Master of Business Administration

Master of Arts in Teaching

Master of Science

Certificate of Advanced Graduate Study in Education

On the date line, indicate the month and year of degree conferral (not the date of the defense or the date you submit your thesis).

Signatory Page:

The signatory page contains the signatures of all readers or committee members. The original sign off sheet must accompany the archival copy.

Salem State College
The Graduate School
Department of History

Salem Politics and Government, 1890 – 1940

A Thesis in History

by

Jane Doe

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**Submitted in Partial Fulfillment of the
Requirements for the Degree of
Master of Arts**

May 1998