

MALS Thesis Guidelines



INSTRUCTIONS FOR PREPARING AND SUBMITTING A THESIS FOR THE MASTERS OF ARTS IN LIBERAL STUDIES DEGREE.

Each candidate for the MALS degree must submit **one hard copy, and one electronic PDF**, of his/her thesis. A thesis may be copyrighted by the author – this is recommended but not required.

IMPORTANT DEADLINES:

1. The MALS thesis should be presented in a **polished draft form to the candidate's three readers** by **DEC 1**, for a March graduation.
2. After any changes or additions required by the readers are made, students must **email a copy** (Word Document or PDF) **to Amy Gallagher in the School of Graduate and Advanced Studies Office** at Amy.L.Gallagher@dartmouth.edu for formatting review by **JAN 15**.
3. After all further corrections are made, **one official hard copy on bond paper** (unbound, unclipped and without punched holes) of the thesis is **due to the MALS Office** in final form **signed by your three readers** by **FEB 1**. There are several forms to be filled out at the time you deliver your thesis. Please allow yourself time to do this paperwork.
4. All students must **upload an electronic copy** of their final complete thesis (include Title Page without signatures) as a single document to the following web address by **FEB 1**:
<http://www.etsadmin.com/cgi-bin/school?siteId=16>.

INSTRUCTIONS FOR PREPARING AND SUBMITTING THESES FOR MALS:

NOTE: THESIS TITLE PAGES WITH ORIGINAL SIGNATURES (IN BLACK OR BLUE INK) MUST BE SUBMITTED TO THE MALS OFFICE WITH THE ORIGINAL THESIS. DO NOT BIND, CLIP OR HOLE PUNCH THE FINAL THESIS.

The thesis is the product of and the record of your research effort. It will be deposited in the Baker Library Archives.

A thesis or dissertation ordinarily has three main parts: *The Preliminaries, The Text, and The Reference Matter.*

1) The Preliminaries:

- a) Title Page should conform to the sample title page appended, *followed by a blank page.*

If you wish to copyright your thesis, the copyright notation should be on this otherwise blank page.

- b) Abstract (**must not exceed 350 words**)
- c) Preface, including acknowledgments
- d) Table of Contents, with page references
- e) List of Tables, with titles and page references
- f) List of illustrations, with titles and page references

2) The Text

- a) Introduction
- b) Main body, with the larger divisions and more important minor divisions indicated by suitable headings.

3a) Appendices

3b) References – please leave a space between each reference.

FORMATTING:

All text must be at least **11-point font**. Line spacing must be at least **18 points (1.5 lines)** except for footnotes and long quoted passages. **The left-hand margin must be 1.5 inches wide** on all pages of the thesis including figures, appendices, etc. The top, bottom and right-hand margins must be at least 1 inch wide. The textual material should be typed on **only one side of the paper**. A good grade of **24 pound bond paper** preferably Dartmouth Bond of sufficient opacity should be used

The Preliminaries

1. **Title Page: (Required)** The Title Page should conform to the **sample title page appended**. The month and year on the title page should correspond to when you turn in your thesis to the MALS Office. Do not number your title page.
2. **Blank Page/Copyright Page: (Required)** Copyright (optional) goes on this page. Copyright should be located center bottom as shown below: Do not number your blank/copyright page.

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John Arthur Brown
2017

3. **Abstract: (Required)** Every thesis must contain a brief abstract, note to exceed 350 words, of the thesis. Page numbering starts on this page with Roman numeral (ii). The abstract should contain:
 - a) Statement of the problem
 - b) Procedure or methods
 - c) Results
 - d) Conclusions
4. **Preface: (Required)** May be used for acknowledgements only if preferred. Page numbering continues with Roman numerals.
5. **Table of Contents: (Required)** Table of Contents should include page references. Page numbering continues with Roman numerals.
6. **List of Tables: (If applicable)** Be sure to include titles & page references. Page numbering continues with Roman numerals.
7. **List of Illustrations: (If applicable)** Be sure to include titles and page references. Page numbering continues with Roman numerals.

(You may combine 6 & 7)

The Text

1. **Introduction: (Required)** A brief discussion of the purpose of your research. Page numbering of main text starts here with Arabic numeral 1.
2. **Main body: (Required)** Divide into larger divisions and more important minor divisions indicated by suitable headings. Page numbering continues with Arabic numerals.
3. **Appendices/Bibliography:** Any illustrations, statistics, sources, & references. The Bibliography may be single spaced, but there must be a space between each source. Page numbering continues with Arabic numerals.

Page Numbering

Each page of your thesis, except the title page, and the blank/copyright page following the title page, must be assigned a number. **The following plan of page numbering is required:**

1. For **The Preliminaries** (Abstract through Table of Contents), small Roman numerals (starting with ii, iii, iv, etc.) are used. The page numbering should begin with ii, on the abstract page. The blank page (or copyright page) is not counted or numbered. Page numbers should be located center bottom.
2. For the remainder of the thesis (beginning with the Introduction, or Chapter 1 if there is no Introduction), including **The Text** and **Appendices/References**, Arabic numerals are used. Do not use letter suffixes such as 10a, 10b, etc. The numbering should begin with 1 and run consecutively to the end of the thesis. Page numbers should be located center bottom.

IMPORTANT DETAILS:

Paper:

A good grade of **24 pound bond paper** preferably Dartmouth Bond of sufficient opacity should be used so that typing on the following page will not noticeably show through. The paper should be 8 ½ x 11 inches in size. Dartmouth Bond is available for purchase in the MALS Office for \$10 per ream (1 ream = 500 sheets). The textual material should be typed on **only one side of the paper**.

Margins:

The left hand margin must be 1.5 inches wide on all pages of the thesis to allow for binding – you DO NOT bind your thesis the Library does this for you. The top, bottom, and right hand margins must be at least 1 inch wide.

Type:

Line spacing must be **at least 18 points (1.5 lines)** except for footnotes and long quoted passages. Please **use a standard font** such as Times New Roman, at least **11-point font** size.

Illustrations:

Illustrative materials must be drawn in opaque, dark ink. Identification of lines on a graph should be made by line symbols rather than by variation in color, and large colored areas (e.g., countries on a map) should be indicated by cross-hatchings. If black and white photographs are to be used, care must be taken that they do not have too much contrast. Dry mounting is the neatest and most permanent method to employ, although rubber cement and glue are acceptable.

Oversized Materials:

If it is necessary to have materials larger than the standard page size, which must be folded in, these should first be reduced as much as possible consistent with their use so that there will be as few folds as possible. All reduced photocopies or photographs should be clean with a high quality resolution. Any folded pages must fold to within the page boundaries (margins) specified above. If the description of an illustration or chart is too long to be placed on the same page as the graphic, it should be placed on the previous page, not on a separate unnumbered page.

MALS Title Page Format

THE TITLE OF THE THESIS

A Thesis
Submitted to the Faculty
in partial fulfillment of the requirements for the
degree of

Master of Arts in Liberal Studies

by Your Name

Guarini School of Graduate and Advanced Studies
Dartmouth College
Hanover, New Hampshire

Month/Year of Defense

Donald E. Pease
Program Chair

Thesis Advisors:

type name here

type name here

type name here

F. Jon Kull, Ph.D.
Dean of the Guarini School of Graduate and Advanced Studies