Thesis Guidelines

A Guide to Writing, Typing, and Processing the Thesis at Georgia College & State University

The purpose of this guide is to address some frequently asked questions concerning the organization and presentation of formal papers at Georgia College & State University. While the guide is intended to assist the student in developing a manuscript of professional quality, the student should consult with his or her major professor concerning specific documents of the discipline.

In the preparation of a written paper, the student must realize that neatness and correctness of form, as well as accuracy and adequacy of the research methodology, are all important. It is the responsibility of the student to see that the typist follows the guidelines herein and the publication guidelines recommended for his or her discipline.

The student should deliver a copy of the manuscript suitable for defense to the major professor two weeks prior to the date of the final oral examination or defense. Graduate School policy requires that the final oral examination or defense be scheduled at least two weeks prior to the anticipated graduation date. After the student passes the defense and makes appropriate revisions, the final copy of the thesis must be signed on the approval page by the members of the committee, the administrator appropriate to the department, and the dean of the college.

The Thesis Binding Receipt is found at the Ina Dillard Russell Library’s 2nd floor Circulation Desk. Students must sign the form and submit the desired number of the high quality copies of the thesis (with signed signature page for each copy). Payment is due at time of delivery. Checks and money orders only.

All theses will be bound in a single color (black), with gold lettering. The title will be stamped on the front cover, with the author’s last name and the year the thesis was completed on the spine. The original will be stored unbound in the Library’s Special Collections Department. One bound copy will remain in the Circulating Collection and all other bound copies of the thesis, will be sent by the library to the student’s academic department for distribution. If additional bound copies are desired, additional copies can be submitted for binding.

The Russell Library will send the thesis to the bindery and notify the appropriate parties when the bound copies are returned. Information regarding the cost of binding and method of payment is subject to change and can be obtained through the library. Payment must be made at the time materials are submitted for binding. Binding requires approximately five to eight weeks; thus, students

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must leave the librarian with an address and phone number where they may be contacted.

**Typing**

- Ten or 12 point type in a common font (like Times or Courier) must be used. Unusual fonts in smaller or larger sizes are not accepted. Laser printer quality text is recommended. Dot matrix print is not acceptable.

- All official copies must be on 8 1/2 x 11 inch white paper, 16 or 20 pound weight, with at least 80% cotton content.

- The title page and approval page must conform to the style appropriate to the discipline. The term thesis should be used for all master's degree manuscripts. For degrees beyond the master's degree, the major professor should be consulted regarding proper terminology.

- Margins on all copies must be uniform. The first page of each chapter, table of contents, list of figures, list of tables, acknowledgements, etc., must have margins of two inches at the top, one inch at the left and the right; the text on these pages should observe a margin of one inch at the bottom with page numbers centered in a footer. All pages other than those specifically mentioned here must have margins of one inch at the left, the top, and the right; the text on these pages should also observe a margin of one inch at the bottom with page numbers centered in a footer.

- The text of the manuscript and the appendices **must** be double-spaced, but block quotations of four or more lines **must** be single-spaced. Exceptions should conform to the style appropriate to the discipline.

- The manuscript must be assembled with the pages numbered as follows:
  - The title page must be followed by an approval certification page, neither of which bears a page number.
  - Any preface or note of acknowledgement is followed by a table of contents. These pages must be numbered in lower case Roman numerals with the first page being iii or iv, depending on whether there is a copyright page, since there are two or three preceding unnumbered pages. The numbers for these pages should be centered in a footer.
  - The text must be arranged in sections in accordance with the typical style of the discipline and the pages must be numbered in
Arabic numerals centered in a footer. Pages of appendices should continue the numbering of the text.

- Footnotes must conform to the following requirements. They should be:
  o Separated from text by a solid line at least one inch long and one single space below the last line of the text
  o Indented as a paragraph and single-spaced
  o Numbered consecutively by chapter (i.e., the first footnote of each chapter will be “1”)
  o Used sparingly, if at all, unless they are required by the practices of the discipline.

- A reference/bibliography section must follow the text section. The form of the entries in the reference section should follow the form appropriate to the discipline. Page numbers in the reference section should continue the numbers of the text.
- Illustrations, tables, figures, etc. must fit within the margins specified above.
- The following organization of sections is suggested. Students should consult with their thesis advisors about the organizational form appropriate for their disciplines.
  o Title Page
  o Approval Page
  o Copyright Page (optional)
  o Acknowledgements (optional)
  o Table of Contents
  o List of Tables (if appropriate)
  o List of Figures (if appropriate)
  o Text of Thesis
  o References
  o Appendices (optional)
  o Tables (optional, depending on whether embedded in text)
  o First Caption page (optional, depending on whether embedded in text)

- Any figures or tables used in the text may be either embedded in the text or placed at the end of the manuscript and preceded by a figure caption page describing briefly, but completely, the information contained in each graph or figure. When graphing data, the dependent variable should be graphed on the y-axis and the groups or levels of the independent variable(s) are graphed on the x-axis. The same font type should be used within and between all figures. Where necessary to aid the reader, a legend with appropriate symbols should be provided within the graph.

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• Appendices (if appropriate) need not conform to the general stylistic requirements of the text.

**Thesis Binding Submission**

Students should seek assistance from their thesis advisors for proper formatting and paper requirements. Upon completion, print copies of the theses including the signature page should be brought to the library’s circulation desk. Students may print and fill out the Thesis Binding Receipt (pdf) before coming to the library.

The original thesis and all copies should be delivered either in a box with copies separated by colored sheets of paper or in separate folders. The signature page must be complete and include appropriate dates. The original copy should be clearly marked.

Checks or money orders should be made payable to the **HF Group**. Costs for binding are as follows:

1 bound copy    $75.00
2 bound copies  $37.50 each
3 bound copies  $25.00 each
4 or more bound copies  $19.50 each

Upon return from the bindery, one bound copy of each thesis is cataloged and shelved in the library’s circulating collection. The unbound original is placed in the Special Collections vault. All other copies are returned to the department.

Theses and checks may be dropped off at the library’s Circulation Desk whenever the library is open.

Contact Sara Cordova at sara.cordova@gcsu.edu or (478) 445-0995 with any questions.

**Digital Thesis Submission:**

The Library is currently rolling out digital theses submission. Please ask your graduate coordinator if this is a valid option for the program. If your program hasn’t submitted digital theses before, the graduate coordinator will need to contact Special Collections, 478-445-0988 or scinfo@gcsu.edu to make this option available to you. If this option is currently available, please contact Special Collections for how to submit.

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Note: It is the responsibility of the department to ensure that these guidelines are observed.