

SUNY Potsdam Guidelines for Thesis Preparation

The following guidelines have been established for all theses prepared for master degree programs in order to ensure consistency of presentation and facilitate preservation and access by other scholars.

The College Libraries will maintain a print and digital archive of theses and will provide access to theses through loan or digital repository or other mechanisms.

Any student preparing a thesis where the format or content make it difficult to conform to the standards presented in these guidelines must consult with both the College Archivist and the thesis advisor to obtain permission for exceptions to the standards as appropriate. Failure to do so may result in non-acceptance of the thesis. It is the responsibility of the student to seek the permission as early in the semester as possible; last minute exceptions will not be granted.

Thesis Completion

Acceptance

A thesis is considered completed only when those designated by the department as responsible for approving the thesis have signed the signature page. Each department will determine how thesis work is supervised and approved. If there is a thesis committee, all members of the committee must sign the signature form. A minimum of two signatures is required for acceptance. If there is a single advisor, then the advisor and the department chair or their designee must sign the signature page. The original signature page must be present in the thesis copy submitted to the College Libraries.

Print Copies

All graduate students with a thesis requirement will submit to the Graduate Studies Office the original copy of their completed thesis in print in loose papers format, including the original signature page. The Graduate Studies Office will review the print version for conformance with the guidelines before sending it to the College Libraries for binding, cataloging, and storage.

Individual departments may also require departmental copies. However, the official college copy with original signature page will be housed in the College Libraries as part of the College Archives.

Digital Copy

In addition to the print copy, each thesis will be submitted digitally as a Word document. This submission must be made on a quality CD-R – information regarding suggested brands will be made available to students each semester. The electronic version must be submitted as one complete file, not as separate portions of the thesis in separate files. Permissions for any exceptions must be obtained in writing in advance.

from the College Archivist. The CD-R copy of the theses will be submitted by each student along with their print copy to the Graduate Studies Office. The Graduate Studies Office will review the CD-R for conformance with the guidelines before sending it to the College Libraries with the print version.

Binding

Manuscripts must be submitted as loose pages. The College Libraries will send each thesis to the bindery for binding in a standard format for housing in the College Archives. Students who wish to have copies bound for their personal use will make arrangements through typical commercial services to do so on their own.

General Format

Paper

The original print copy must be printed on acid/lignin-free buffered (pH 8.5) paper of 8 ½ x 11” size. This paper is available through the College Store or students may purchase the paper from any vendor on their own, as long as it meets the stated specification. Printing must be on one side of the sheet only and be done on a laser quality printer.

Font and Spacing

The main text must be in Times New Roman or Arial 12 pt. font double-spaced. Special features within the thesis such as captions or tables may deviate from the standard font or size with permission of the department.

Margins and Page numbering

The left margin of every page of text must be 1.75 inches. All other margins on text pages must be 1 inch; the right margin may be justified or unjustified. Illustrations, tables and any other non-textual material must also be kept within the margins. Page numbering is to be consecutive. Every page must have a number, though a number must not be printed on the first page (title page); therefore printed numbers will begin with 2. Page numbers must be in one of the following locations:

- top center
- top right
- bottom center
- bottom right

Style

Each department will stipulate the style manual (MLA, Chicago, etc.) to be used for theses prepared for their degree programs. The stipulated style must be used consistently throughout the thesis

Thesis Organization

Every thesis will begin with four standard pages – title page, signature page, permission to copy page, and abstract. Individual departments may stipulate additional requirements regarding content (e.g. table of contents, list of tables or illustrations, appendices) and the order in which those sections should occur.

Title Page

Every thesis will begin with a title page. A standard form must be used in preparing this page (see Appendix A). Though this page is the first page of the thesis, a page number must **not be printed** on the page.

Signature Pages

The second page of every thesis is the signature page which must be signed and dated in ink by members of the department in accordance with departmental policy, but at a minimum by two members of the department. (See Acceptance section above). A standard form must be used in preparing this page (see Appendix B). The number of signature and date lines along with the function of the person signing must match those designated by the department. The page number 2 may be printed on this page and all succeeding pages in consecutive order. (See Margins and Page Numbering)

Permission to Copy

The third page of every thesis must be a Permission to Copy statement in specified format (see Appendix C). The signed original must be submitted with the print thesis copy for the College Libraries.

Abstract

The fourth page of every thesis must be an abstract. This should be a one-paragraph summary that describes the main topics, points, or arguments made in the thesis (See Appendix D for sample abstract).

Revision approved by the Dean of Graduate Studies 8/30/05 and 4/16/07

Appendix A

The State University of New York
At Potsdam

[TITLE
CENTERED
ALL UPPER CASE]

By

[Name]

A Thesis
Submitted to the Faculty of
[Department]
In Partial Fulfillment of the Requirements
for the Degree
[name of degree]

Potsdam, New York
[date – month, year]

Appendix B

This thesis entitled

[title]

By [name as it appears on title page]

Has been approved for the

Department of [department name]

_____	_____
[Title]	Date

_____	_____
[Title]	Date

_____	_____
[Title]	Date

The final copy of the above mentioned thesis has been examined by the signatories and found to meet acceptable standards for scholarly work in the discipline in both form and content.

Appendix C

PERMISSION TO COPY

I grant The State University of New York College at Potsdam the non-exclusive right to use this work for the University's own purposes and to make single copies of the work available to the public on a not-for-profit basis if copies are not otherwise available.

[student name typed]

Date

Appendix D

Abstract

[sample]

We live in a competitive society, and young people are subtly indoctrinated with the complexity of its nature. Within a classroom, students find themselves competing for the higher grade, teacher approval, or the best seat. A competitive spirit can undermine the motivation to succeed in certain students. However, there has been extensive research to prove that the use of cooperative learning methods can enhance positive motivation, build a more amiable social climate and increase academic achievement if certain conditions are met.

Appendix E

Acceptable Paper and CD's for Theses

The following are the types of paper acceptable for the “acid/lignin-free buffered (pH 8.5) paper”:

- Packets of acid free paper (100 pages) with CD-R (1 CD-R) are available for purchase at the College Store

- If purchased elsewhere, standard printer paper at most office stores such as Staples and OfficeMax that have an “acid free” designation on the package will be acceptable. Although not as acid free as the archival paper sold in the packets available at the College Store, it is acceptable.

The following are the types of CD-R's acceptable (reminder: CD-RW's are *not* acceptable):

- Packets of acid free paper (100 pages) with CD-R (1 CD-R) are available for purchase at the College Store

- SONY CD-R

- Verbatim CD-R

- Fujifilm CD-R

- Maxell CD-R

- TDK CD-R

- If one of the above is not available due to store availability at your physical location, please avoid lower priced CD's, which provide lower quality and less long term stability, and avoid Memorex, and office store own brands, example Staples.

Appendix F

SUNY POTSDAM GRADUATE STUDIES THESIS CHECK LIST

Student Name _____
Last name, First, MI

Date _____

____ Print copy complete per guidelines

- ____ Acid/lignin-free (pH 8.5) paper, 8 ½ x 11" size
- ____ Printed single sided
- ____ Printed on laser quality printer
- ____ Loose pages (no temporary binding, paper clip, etc.)
- ____ Times New Roman or Arial 12 pt. font double-spaced*
- ____ Left margin must be 1.75 inches
- ____ All other margins must be 1 inch
- ____ Illustrations, tables, etc. must also be kept within the same margins
- ____ Consecutive page numbering
- ____ Every page must have a number; EXCEPT number not to be printed on the first page (title page)
- ____ Location of page numbers on top center, top right, bottom center, or bottom right
- ____ Title page in proper format (Appendix A of Guidelines)
- ____ Original signature page in proper format (Appendix B of Guidelines), minimum 2 required signatures in ink, dated
- ____ Permission to copy page in proper format (Appendix C of Guidelines), original signed in ink, dated
- ____ Abstract, with page number 4

*Special features such as captions or tables may deviate from the standard font and size with permission of the department

____ Digital copy complete per guidelines

- ____ Quality CD-R as per list of recommended brands
- ____ Word Document (permission for any exception must be obtained in advance from the College Archivist)
- ____ One complete file (no separate files for portions of the thesis unless related to special permission in item above)

All the above requirements have been met and the manuscript is in proper order for submitting to the College Archives in the College Libraries for binding and processing.

Approval Signature
(Graduate Studies Office, Satterlee Hall 117)

Date