

Thesis Guidelines

The Graduate School

The University of South Carolina

If you are enrolled in a master's degree program, you may be required to submit an approved thesis to satisfy part of the requirements for your degree. To determine whether a thesis is required to obtain your degree, consult with your graduate director, department chair, or dean. If your degree does call for a thesis, it will be the ultimate requirement of your academic program because the thesis remains as a permanent record of the independent research or creative effort that led to your being awarded your degree. The best academic tradition and professional practice require The Graduate School to preserve and share your work with other scholars. To do that successfully, we must maintain high standards concerning the form and appearance of your thesis, and we must require that your work meet those standards.

Your thesis must be based on original research that has been approved by your thesis committee. Questions about your research and about your committee should be directed to your major professor, your graduate director, the chair of your department, or the dean of your school or college. When you have completed your thesis, you must defend it before an examining committee approved by the Dean of The Graduate School. Your defense of your thesis should be conducted no less than thirty days (30) before the date on which you expect to receive your degree.

After you have successfully defended your thesis, have the appropriate signatures signed in black ink on your title page, and then submit your original and copies to The Graduate School according to the following guidelines. Please note that the form and appearance of your thesis must comply with the thesis guidelines of The Graduate School even if those guidelines differ from style manuals you may be using. We will not be able to accept any thesis that does not comply with our published guidelines. If you have any questions about this policy--or about these guidelines--please call The Graduate School at 803-777-4243.

1. Number of copies: You must submit an original and a minimum of two copies of your thesis to The Graduate School. You may submit additional copies to be bound for your personal use. Your original and all copies will be sent away for binding in hard covers and then distributed by The Graduate School as follows:

- The original to the South Caroliniana Library.
- The first copy to the Thomas Cooper Library for interlibrary loans.
- The second copy to your academic department.
- Check with your department on the minimum number of copies required.

Note: Candidates for degrees in Education (other than Educational Leadership and Policies), candidates for degrees in Business Administration, and candidates for degrees in English are required to submit only an original and one copy. Candidates for degrees in the Department of Chemistry and Biochemistry are required to submit an original and a minimum of three copies [the additional copy is for the student's dissertation director]. The Graduate School will distribute these required copies.

- All additional copies will be distributed per your instructions (see paragraph 6, **Fees**).

2. Method of submission: Your original manuscript and all copies of your unbound thesis, with appropriate signatures, must be submitted to The Graduate School in 8 ½" x 11" stationery boxes with the following information on the side of each box:

- Your name.
- Your degree.

If two or more copies are enclosed in a box, they are to be separated with colored paper. Your original text and your copies will be submitted to the National Library Bindery Company in Georgia where they will be bound and then returned to The Graduate School for distribution as described earlier in these guidelines.

A blank, white page must be placed at the beginning and end of your original manuscript as well as each copy (to be used as flyleaf pages for the bindery process).

Appointments are required for the final submission of your document. Students are advised to make appointments as early in the term as possible for preliminary checks or questions concerning the final submission of your thesis or graduation.

3. Form and condition of original manuscript: Your original manuscript must be printed on 8 ½" x 11" white, unlined paper that has at least 50% rag or cotton content. Printing must appear on only one side of each sheet unless such illustrations as charts, drawings, or photographs need to be printed on facing pages for clarity. Your original manuscript (and all copies) must be accurately proofread. Computers or word processors are recommended for writing theses. However, typed manuscripts are acceptable.

- **Type styles:** Any legible 12-point font can be acceptable, but styles with serifs are recommended because they normally have greater legibility. Typefaces that are overly ornate or difficult to read cannot be accepted. Your original should be printed on a laser or full letter-quality printer. Do not use running headers or footers, and please use boldface sparingly. If your printer does not have the fonts for subscripts, superscripts, or other diacritical markings, black India ink is acceptable. If you have any questions about acceptable type styles, please contact your Program Coordinator in The Graduate School.
- **Margins:** Your original (and all copies) must have these uniform margins:
 1. Left margins must be one and one half inches throughout, including footnotes, appendixes, charts, graphs, tables, etc.
 2. Right margins must be one inch throughout.
 3. Top margins: First pages of all chapters must have two-inch margins at the top. All other pages must have one-inch margins at the top.
 4. Bottom margins must be one inch throughout.
 5. The left margin requirement (1 ½") also applies to footnotes.
- **Spacing:** The text of your original manuscript (and all copies) must be double-spaced. Your footnotes or endnotes must be single-spaced.
- **Pagination:** Use lowercase Roman numerals to number your introductory pages (title page, acknowledgements, dedication, etc.) with the title page bearing no number but included in the sequence. A *table of contents* is required, and on it should be listed all preliminary pages, chapter headings, bibliography, and appendixes (if any). Arabic numerals are to be used to number the remaining pages of the text, including appendixes. Placement of page numbers must be consistent (bottom-center or upper-right corner) and always one-half inch from the edge of the page. (See the page arrangement guideline at the end of this document)
- **Footnotes or Endnotes:** Either format is acceptable, but consistency throughout the thesis is required. You should ask your thesis director which note format to use. For general help with note format, one of the stylebooks recommended at the end of these guidelines should be consulted. Numbering of either footnotes or endnotes shall be consecutive throughout the entire thesis.
- **Footnotes** should be separated from the text by a two-inch line that is two spaces below the text and begins at the same left margin as the text. The first footnote should begin two spaces below that line, and a single space also should be left between each footnote on the same page.
- **Endnotes**, placed at the end of each chapter, are preferred in many disciplines, so you should consult with your thesis director about preferences in your field. Endnotes should begin on a separate page at the end of the chapter and be single-spaced, with a single space between each note.

- **Bibliography:** A bibliography must be appended to your thesis. It must list (alphabetically by authors*) all references that you consulted. For the form of entries in your bibliography, consult one of the style manuals recommended at the end of these guidelines.

*College of Engineering and Information Technology students may list references in the order in which those references were cited in the text.

4. Condition of copies: The University requires that you assume full responsibility for the correctness of content and form of all copies of your thesis. All copies must be clear and legible. Copies must be from high quality photocopiers and must not have smudges, streaks, or smears; carbon paper copies are not acceptable. You are responsible for having all pages present and in proper order before submitting the copies of your thesis to The Graduate School.

5. Title page: The title page of the original manuscript of your thesis is extremely important and must be signed in black ink on the required paper by your committee before it is presented to The Graduate School. The Graduate School is responsible for the Graduate Dean's signature. A sample title page, showing the required information and its arrangement on the page, follows these guidelines. If you have any questions about your title page, please contact your Program Coordinator in The Graduate School.

6. Fees: When your original manuscript and copies of your thesis are accepted by The Graduate School, you will receive a receipt. The following fees are required at the time your thesis is submitted to The Graduate School:

- A bindery fee of \$9.00 for your original manuscript and for each additional copy that is to be bound. If your thesis is more than 500 pages, it must be bound in two volumes and an additional \$9.00 bindery fee assessed.

If you pay in cash, the exact amount is required. At the time you submit your original manuscript, you must also submit all copies that you wish to have bound. You will have the option of paying to have your personal copies mailed to you (at a cost of \$3 per volume) or picking them up at The Graduate School when they return from the bindery. These options will be fully explained to you when you submit your thesis.

7. Recommended Guides: Many helpful style manuals are available. Those most frequently endorsed by departments, colleges, and The Graduate School include:

- Joseph Gibaldi, **The MLA Handbook for Writers of Research Papers.**
- Kate Turabian, **A Manual for Writers of Term Papers, Theses, and Dissertations.**
- The American Psychological Association, **Publication Manual.**
- R. Keith Van Wageningen, **Writing a Thesis: Substance and Style.**

Regardless of which style manual you use, please remember that the regulations you are now reading take precedence over those in any other source. You should consult with your thesis director to determine which of the guides is most appropriate for your subject matter.

8. Appointments: Appointments are required for the final submission of your document. Students are advised to make appointments as early in the term as possible for preliminary checks or questions concerning the final submission of your thesis or graduation.

Order of Pages and Numbering for Thesis and Dissertation

The University of South Carolina

Thesis/Dissertation Components

Number to type on page

Blank page (Flyleaf)

(Not numbered)

Title page

Small Roman numeral, number (“i”) assigned, but not typed

Copyright page* (Doctoral students only)

Small Roman numeral, numbered consecutively (beginning with “ii”)

Dedication page*

Small Roman numeral, numbered consecutively

Acknowledgements*

Small Roman numeral, numbered consecutively

Abstract**

Small Roman numeral, numbered consecutively

Preface*

Small Roman numeral, numbered consecutively

Table of Contents

Small Roman numeral, numbered consecutively

List of Tables (if 4 or more)

Small Roman numeral, numbered consecutively

List of Figures (if 4 or more)

Small Roman numeral, numbered consecutively

List of Plates (if plates are used)

Small Roman numeral, numbered consecutively

List of Symbols and/or abbreviations (if needed; may be included as appendix)

Small Roman numeral, numbered consecutively

Introduction (optional; may be first chapter or section)

Arabic numerals, starting with “1” and numbered consecutively

Body of Thesis (divided into chapters or sections)

Arabic numerals, numbered consecutively

Bibliography or List of References

Arabic numerals, numbered consecutively

Appendix*

Arabic numerals, numbered consecutively

Blank page (Flyleaf)

(Not numbered)

***These elements are optional; all others are required**

**Abstract may be bound with Doctoral Dissertation, but a separate abstract is required with the UMI form.

PLEASE NOTE: ALL pages must be numbered except the Flyleaf and the title page (number is assigned, but not typed)

Top margin 1 inch



Alternate placement of page number 1/2 inch from the edge of the page

Begin 1st page of each chapter/section 2 inches below the top edge of the page

Left Margin 1 1/2 inches



Right Margin 1 inch



Center of page



****THESE DIMENSIONS APPLY TO ALL PAGES OF MANUSCRIPT**

****Make or purchase a template/transparency based upon these dimensions**

***Placement of page number can be at the bottom center or at the upper right corner inch from the edge of the page.**

Bottom margin is 1 inch (for text)



***Preferred placement of page number is 1/2 inch from the bottom edge of the page (centered to text, not page)**

THE LIFE AND TIMES OF JOHN ANSON JONES

by

Robert Anderson Doe

Bachelor of Arts
Jamestown University, 1992

Submitted in Partial Fulfillment of the
Requirements for the Degree of Master of Arts in the
Department of English
University of South Carolina
1999

Department of English
Director of Thesis

Department of English
2nd Reader

Dean of the Graduate School¹

¹ You are not responsible for securing the Dean of The Graduate School's signature.

Thesis Checklist For Graduation and Submission

1. An approved program of study (and, if applicable, adjustments to program) must be on file in The Graduate School. All changes to programs of study must be submitted in writing using the Request for Adjustment in Graduate Program form (GS-43).
2. No later than fifteen (15) days after the beginning of the term, submit a Diploma Application to The Graduate School. Pick up thesis guidelines from The Graduate School and verify the thesis deadline at that time. Make sure you are using the most current guidelines. These guidelines are also available on our Website, <http://www.gradschool.sc.edu>.
3. Attend departmental thesis workshops provided by The Graduate School.
4. Use an approved style manual as well as these guidelines.
5. Submit a copy of your thesis to your director and committee for a review of the presentation and content. Make recommended changes.
6. Verify the deadline for the final submission of approved thesis (all copies) to The Graduate School. Please schedule an appointment with The Graduate School at least one week in advance of this deadline for final submission. Theses must be submitted in their final form no later than twenty (20) days before the published date of the masters' commencement. Submission of a thesis does not guarantee that you have completed all requirements for graduation. Departmental and The Graduate School clearance are still required.
7. Be prepared to pay the required fees. If paying with cash, please have the correct amount. Personal checks or credit cards (Master Card or Visa only) are accepted.
8. Do not include handwritten page numbers on the main text. Moreover, pictures, figures, or plates should be copied or scanned onto the page. Do not use tape or glue.
9. Have the committee sign, in black ink, the title page of the original copy of your thesis. Spell-check your title page. You are not responsible for the Dean of The Graduate School's signature.
10. The bond paper used for the original title page and the entire original text must consist of a minimum of 50% rag/cotton content. Check the watermark insignia on the paper.
11. All pages must have a 1½-inch left margin, a 1-inch top margin, a 1-inch bottom margin, and a 1-inch right margin. These margin dimensions are required for bindery purposes and are applicable to the title page as well as the **ENTIRE** text.
12. Submit a professional quality manuscript. Laser printers are available in most academic departments, in the Thomas Cooper Library (level 5).
13. Your thesis must be packaged according to published guidelines (original text separate) in 8½" x 11" letter or stationery box with distinct divisions (colored paper) between copies. Dividers between copies minimize the possibility of more than one copy being bound together. All copies are prepared for immediate pickup by the National Library Bindery Company in Roswell, Georgia. Unfortunately, The Graduate School is unable to provide letter or stationery boxes.
14. Blank sheets of white paper must be included (flyleaf pages) on the top and bottom of each copy of your thesis.
15. **ALL** requirements for graduation must be completed prior to commencement. Call The Graduate School (803-777-4243) or contact your Program Coordinator for assistance.