



Metropolitan College

## **Guide for Writers of Master's Theses**

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## I. MET COLLEGE THESIS POLICIES & PROCEDURES

### Minimum Qualifications:

- The thesis option is not a requirement for graduation.
- Student must have a minimum 3.7 GPA in the degree program (A- average) to complete a Master's thesis.

### Guidelines:

- The Master's thesis is to be aimed at an original contribution to the field that furthers the understanding of the subject matter.
- The Master's thesis is to be completed under the supervision of a full-time faculty member of BU with a terminal degree, and vetted by a committee of academics and experts in the field.
- It is recommended that the first reader also has a terminal degree in the field.

### Procedures:

- Student must receive department and dean's approval (Master's Thesis Proposal Form)
- The completed Master's Thesis Proposal Form should be submitted to the department, with all additional pages attached, before beginning the thesis. The completed packet includes:
  - Statement of Purpose/Problem and Research Plan (1-2 pages minimum)
  - Research and Writing Timeline
  - Bibliography (this may change as the student progresses with the project)
  - Declaration of Research Ethics and Research Protocols - If a proposal includes work with human subjects, the proposal will fall under the purview of the BU Institutional Review Board, and IRB approval will be required prior to research. The Proposal Form must indicate that approval will be sought.
  - Declaration or assessment of research funds needed associated with the thesis (e.g. if funding is needed, does or can the student secure it?)
- The student must register for both 4-credit thesis courses, either in one semester or over the course of two or more semesters. A total of 8 credits must be taken to complete the Master's thesis.
- Upon completion of the written portion of the thesis, the student must defend his/her work before the faculty advisor and committee.
- Approved theses by the advisor and committee can be submitted to the Mugar Library for publication. Theses must meet strict formatting guidelines and submit the library's "Thesis and Dissertation Approval" form. See the Library Guide for Writers of Theses for details on formatting the thesis for the library. A separate Mugar Library Thesis Approval Form must be completed in conjunction with the Mugar Library Theses/Dissertations Coordinator and the Office of the Dean at MET.

## II. INTRODUCTION

**This document is an adaptation of the Guide for Writers of Theses and Dissertation, which is published by Boston University Mugar Memorial Library. It has been adapted for graduate students in the Metropolitan College. April 2011**

Candidates in graduate programs at Metropolitan College can complete a thesis, a scholarly work which must be approved by a committee of readers in the candidate's department of study. In order to preserve a record of the achievement of Boston University scholars, and to share the benefits of their research with others, the University requires that two copies of each approved thesis be submitted to Mugar Memorial Library; one for the archives, and one to circulate to interested members of the BU community.

## III. DEADLINES FOR SUBMITTING THESES

Graduate students at MET should work with their department deadlines for all theses. No thesis will be accepted into Mugar Library without written confirmation from the department and the Office of the Dean that the thesis has been accepted by the department, the final grade has been changed, and the student is listed as official to graduate.

## IV. PREPARING THE MANUSCRIPT

This guide in no way sets stylistic or bibliographic rules for the author. However, MET does require the student, in consultation with the major advisor (First Reader), to select a style to follow when typing the manuscript. Once a style is chosen, whether it be *The Guide for Writers of Theses and Dissertations* by Kate L. Turabian, *The MLA Style Manual*, the APA style manual, *The Chicago Manual of Style* or the student follows the style of a journal published in his or her field, the student should follow it consistently. This guide does not provide information on how to prepare, research and write a thesis; although a bibliography of sources that would be helpful in this area is provided. The purpose of this publication is to inform graduate students of the standards established and adhered to by MET and Mugar Memorial Library.

**Review of the Format of the Thesis:** After preparing the manuscript and successfully defending it to the thesis committee, each MET student should make an appointment with the Mugar Library Theses/Dissertations Coordinator at the Mugar Library for a review of the format of the thesis. The appointment must take place **before** the readers sign the approval page to be published in order to be sure that the formatting is correct.

**Titling Your Thesis:** Any thesis may be a valuable source for other scholars, but only if it can be located easily. Modern retrieval systems use the words in the title and sometimes a few descriptive words to locate a thesis; it is essential that the title be a short, meaningful description of the contents of the work. Avoid oblique reference, and use word substitutes for formulae, symbols, and acronyms.

**The Thesis Abstract:** The abstract should be prepared carefully. An abstract contains a clear and brief statement of the problem, procedure and/or method followed, the results, and the conclusions. The abstract should give a succinct account of the thesis. Master's abstracts are limited to 250 words. They are not published. The Abstract copy should be typed double-spaced. Graphs, charts, tables, and illustrations should not be included in the abstract. Symbols and foreign words or phrases should be printed clearly and accurately to avoid errors or delays.

**Typing of the Thesis:** Typing must be on one side of the paper only. All textual material and all preliminary pages must be double-spaced; however, footnotes and long quotations may be single-spaced. Type size should be at least 10 point, unless the font is Times New Roman, which must be at least 11 point. Standard serif fonts such as Times Roman, Palatino, etc. are acceptable, but sans serif is not. Whatever type is chosen should be used consistently. Footnotes or table legends may be in smaller size type. Headings may not be increased by more than 2 points. No erasures or crossed-out material should appear on the finished product.

**Quality of Paper:** 8-1/2" x 11" inch white paper should be used for final copies. Minimum requirement for the Metropolitan College is 20 lb. containing at least 25% cotton fiber or rag content. An acid-free, non-yellowing paper is recommended but not required. "Corrasable" paper is not acceptable, since it smears easily, and the ink has a tendency to fade with the passage of time. Hole-punched paper may not be used, as it creates problems with binding.

**Margins:**

- Top Margin: 1 and 1/2" to top of first line of text or heading.
- Left Margin: 1 and 1/2"
- Right Margin: 1" A student may elect to justify the right margin.
- Bottom Margin: 1" to the bottom of the last line of text or as close as possible.

These margins must be adhered to at all times. Extra wide margins or too narrow margins are not acceptable. If a chart, graph, or table of figures runs over the top or bottom margins, it must be reset to fit or reduced to fit within the space of the margins.

**Pagination:** Every page in a thesis should be assigned a number, beginning with the title page and ending with the References. The manuscript should be checked for errors in pagination before final copies are made. It would be well, also, to check the pagination carefully after printing or copying and before submitting the copies to the library.

**Placement of the Preliminary Page Numbers:** The lower case Roman numerals are placed at the bottom center of the page - measure up 3/4" from the bottom edge of the page to the bottom of the Roman numeral. The font should be same font and size as text.

**Numbering the Preliminary Pages:** *title page, copyright page, reader's approval page, etc.* are numbered with lower-case Roman numerals (i, ii, iii,). The title page, on which no number appears, is counted as #i. If there is no copyright page, the reader's approval page becomes #ii (also unwritten). The library does not arrange for the copyrighting of master's theses.

**Numbering of Preliminary Pages:**

- a. Title Page\* (i counted, not printed)
- b. Copyright Page\*(if applicable) (ii counted, not printed)
- c. Reader's Approval Page\* (iii counted, not printed)
- d. Acknowledgments (if any), double-spaced iv
- e. Abstract\* v
- f. Preface (optional) vi
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h. List of Tables (if any)	viii
i. List of Figures (if applicable)	ix
j. List of Illustrations (if applicable)	x
k. List of Abbreviations (if applicable)	xi

\*Sample page included

**Placement of the Page Numbers in the Text:** Arabic numerals are placed at the top center or top right of the page. Measure 1" down from top edge of paper to the top of the page number. The font must be the same font and size as the text.

**Numbering the Text:** *the main body of the thesis, illustrations, appendices, and bibliography* are numbered with Arabic numerals, each page having its own number. The Arabic numerals may be placed at the top center or at the top right of the page. The use of letter suffixes to insert added material (10a, etc.) is not permitted. If a separate page is planned to introduce each section of the thesis, that page must have its own number and be counted. Ordinarily the page number of the first page of a chapter is suppressed from printing, however the number is counted.

Following the preliminary pages is the text of the thesis, which begins with Arabic numeral 1. Following the conclusion of the thesis are the following:

- Appendices (if applicable)
- Bibliography/References (Journal titles must be spelled out, unless a List of Journal Abbreviations is provided on the preceding page)

**The text is continuously paginated from page 1 (the Introduction or Chapter 1) to the very end of the document (the Bibliography/References).**

**Volumes:** When the manuscript contains more than 300 pages or exceeds 2-1/2" in thickness, a second volume is usually needed. Each volume should contain a title page duplicating the title page of the first volume. If there are two or more volumes, it would be well to identify them further as Vol. I of III, Vol. II of III, etc. In the case of several volumes of continuous material, the pagination continues from volume to volume in Arabic numbers. Each title page has its own number, although the number does not appear in print. When the appendices or illustrations make up a separate volume, the Bibliography should be placed at the end of Volume I. In a one volume manuscript, the Bibliography always comes at the end. If the thesis will be split into two or more volumes, it is recommended that you consult the Thesis/Dissertation Coordinator at the Mugar Library, Bibliographic Services at (617) 353-3713 or (617) 353-9387.

**Charts, Graphs, Tables, Illustrations and Photographs** must be placed within the specified margins for the thesis. They may be submitted in color.

**Permission to Use Previously Copyrighted Material:** When using material copyrighted by another, either in the main body or appendices, permission must be obtained for its use, and indicated in a footnote on the first page of the material. The use of material without permission delays the microfilming and could bring about legal action by the person holding the copyright. When quoting several lines of an authority to strengthen a point, it is not necessary to write for permission. In this case, simply footnote the source.

**Registering the Copyright:** Registration is not prerequisite to copyright protection. Its principal advantage is to suggest certain remedies against an infringement. Unless a work is registered within three months of first publication (or, if after that deadline, at least before the infringement has begun), the attorney's fees may not be recovered if a suit is brought. In such a situation, the so-called "statutory damages" (which the law provides in cases where real damage is difficult to show to be forthcoming) also cannot be recovered. If registration is desired, it must be taken care of by the author. This registration costs \$10.00, and requires the completion of a form and deposit of two copies of the best edition of the work. The Register of Copyright has the authority to compel registration if the Library of Congress wishes to obtain copies of a work. The Forms most often used for registration are TX (for non-dramatic literary works), PA (for films, music, drama, and other works of the performing arts), and VA (works of the visual arts). They are available from: Register of Copyrights, U.S. Copyright Office, Library of Congress, Washington, DC 20559. For more information, go to <http://www.copyright.gov/>

**Delayed Circulation:** If the candidate wishes the thesis not to circulate for a stated period of time, a written statement to that effect, approved by the candidate's major advisor, must be submitted to the Bibliographic Services Department in Mugar Library when the two copies of the manuscript are submitted. Delayed circulation is only done if the author is hopeful of selling the work to a publisher, or if the material covers a sensitive subject, which cannot be published safely at this time. The maximum amount of time the library will delay publication is five years.

**Binding of Extra Copies of the Thesis:** The Library does not bind extra copies of theses. Listed below are names of recommended bookbinders.

Acme Bookbinders  
100 Cambridge Street  
Charlestown, MA  
(617) 242-1100

Atlantic Bookbinders  
Flagg Street P.O. Box 599  
So. Lancaster, MA 01561  
(978) 365-4524

Wells Bindery, Inc.  
54 Stearns Street  
Waltham, MA  
(781) 893-3050

#### **IV. PROCEDURES FOR SUBMITTING THE THESIS TO THE GRADUATE SCHOOL AND LIBRARY**

After successfully defending the thesis, all Metropolitan College candidates should complete the MET Defense Authorization Form. Once approved by the department chair, the candidate may begin the formatting process by submitting their manuscript directly to the Thesis/Dissertation Coordinator at Mugar Memorial Library to review and suggest any changes that need to be made. However, the library will not accept final until the department has graded the thesis course and changed the students' status to official for graduation.

After the thesis has been approved at the candidate's school, two clean, unbound copies should be placed in separate manila envelopes or boxes of appropriate size. Please do not use binder clips or staples on the final draft. Both copies must be complete and identical.

The candidate must obtain from the MET Dean's Office a multiple-copy, thesis and dissertation approval form signed by that office before coming to the library. This form indicates that all of your other requirements have been fulfilled. Fill out the top section of the form before having it signed. All other candidates submit their manuscript directly to the Thesis/Dissertation Coordinator at Mugar Memorial Library.

The student must complete all of their other requirements prior to submitting the thesis. After the thesis has been approved at the candidate's school, two clean, unbound copies should be placed in separate manila envelopes or boxes of appropriate size. Please do not use binder clips or staples on the final draft. Both copies must be complete and identical.

The candidate must obtain from their graduate school office a multiple-copy, thesis and dissertation approval form signed by that office before coming to the library. This form indicates that all of your other requirements have been fulfilled. Fill out the top section of the form before having it signed. If you have questions about who should sign your form, please contact the Thesis/Dissertation Coordinator at (617)353-9387.

The candidate presents the approval form, the two copies, and the necessary payments to the Thesis/Dissertation Coordinator in the Bibliographic Services Office (third floor of Mugar Library). Master's candidates do not need to submit the extra copy of the title page and abstract.

The Thesis/Dissertation Coordinator must review the two copies to see if all the library's requirements have been satisfied. All candidates are strongly encouraged prior to submission to review a copy of their final draft with the Coordinator to prevent major revisions in the two copies submitted to the library. After the manuscript has been accepted, the multiple-copy school approval form is signed by the Coordinator, the student returns the pink copy to their graduate school office and retains the gold copy as their receipt.

## **V. FEES FOR PROCESSING THE THESIS**

<b>Master's Thesis:</b>	<b>\$25.00</b>	payable to Boston University (Postal Money Order)
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## **VI. CHECKLIST FOR SUBMITTING THE THESIS**

- Two complete copies, printed single-sided, no paper clips and unbound.**
- Paper required for final copies:** 8-1/2" x 11", 20 lb. white paper with 25% cotton fiber or rag content. An acid free non-yellowing paper is recommended but not required by the Graduate School. (*Corrasable and hole-punched paper is not acceptable.*)
- Original signatures** on both approval pages. The signature pages must be printed on the same type of paper as the thesis. It is suggested that the student have four approval pages signed by the readers. One page for each copy of the thesis, one for the student's copy, and an additional approval page in case the ink is smudged when being signed.
- Form for library** indicating how you wish your name to appear in the library catalog. Name should be the same as on the title page of the thesis.
- Money Order** from a United States Post Office for \$25.00 made payable to Boston University. Post Offices near campus are located in the basement of the George Sherman Union and on Deerfield Street in Kenmore Square.

- Hold letter** (if applicable) signed by the author and advisor for limited time period to withhold from circulation in the library.

## VII. SOURCES AVAILABLE FOR WRITERS OF DISSERTATIONS AND THESES

For additional sources, consult the research guide entitled "Research and Writing." Titles are available at Mugar Library unless otherwise indicated.

CHICAGO MANUAL OF STYLE. 15th ed. Chicago: University of Chicago Press, 2003.  
Mugar Reference X Z253 .U69 2003

A MANUAL FOR WRITERS OF TERM PAPERS, THESES, AND DISSERTATIONS, by Kate L. Turabian. 6th ed. / rev. by John Grossman and Alice Bennett. Chicago : University of Chicago Press, 1996.  
Mugar Reference X LB2369 .T8 1996

BEDFORD HANDBOOK, by Diana Hacker. [English Writing and Grammar] 6th ed. Boston: Bedford/St. Martin's, c2002.  
Mugar Reference X PE1408 .H277 2002

COMPLETING DISSERTATIONS IN THE BEHAVIORAL SCIENCES AND EDUCATION, by Thomas J. Long, John J. Convey, and Adele R. Chwalek. San Francisco: Jossey-Bass, 1985, 1991 printing.  
Mugar LB2369 .L65 1991

THE COPYRIGHT BOOK: A PRACTICAL GUIDE, by William S. Strong. 5<sup>th</sup> ed. Cambridge: MIT Press, c1999.  
Law Annex KF2994 .S75 1999  
Pardee KF2994 .S75 1999

THE DISSERTATION HANDBOOK: A GUIDE TO SUCCESSFUL DISSERTATIONS, by Eileen T. Nickerson. 2nd ed. Dubuque, Iowa: Kendall/Hunt Pub. Co., 1993.  
Education Reference LB2369 .N5 1993  
Theology Reference LB2369 .N5 1993

DISSERTATION SKILLS: FOR BUSINESS AND MANAGEMENT STUDENTS, by Brian White. London; New York: Continuum, 2003.  
Pardee Reference LB2369 .W45 2003

DISSERTATIONS AND THESES FROM START TO FINISH: PSYCHOLOGY AND RELATED FIELDS, by John D. Cone and Sharon L. Foster. Washington, D.C.: American Psychological Association, 1993.  
Mugar Reference X BF76.5 .C645 1993  
Education BF76.5 .C645 1993

ELECTRONIC STYLES: A HANDBOOK FOR CITING ELECTRONIC INFORMATION, by Xia Li and Nancy B. Crane. 2nd ed. Medford, N.J.: Information Today, 1996.  
Mugar Reference X PN 171 F56 L5 1996  
Medical Reference T 11 L693e 1996  
Sci/Eng Reference PN 171 F56 L5 1996  
Pardee Reference PN171 F56 L5 1996



GUIDE TO THE SUCCESSFUL THESIS AND DISSERTATION: A HANDBOOK FOR STUDENTS AND FACULTY, by James E. Mauch and Jack W. Birch. 5th ed. New York: M. Dekker, 2003.  
Mugar Reference X LB 2369 M377 2003

THE MIT GUIDE TO SCIENCE AND ENGINEERING COMMUNICATION, by James G. Paradis and Muriel L. Zimmerman. 2<sup>nd</sup> ed. Cambridge, Mass.: MIT Press, 2002.  
Sci/Eng Reference Q223 .P33 2002

MLA STYLE MANUAL AND GUIDE TO SCHOLARLY PUBLISHING, by Joseph Gibaldi. 2nd ed. New York : Modern Language Association of America, 1998.  
Mugar Reference X PN147 .G444 1998

PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION. 5th ed. Washington, DC : American Psychological Association, 2001.  
Mugar Reference X BF76.7 .P83 2001  
Education Reference BF76.7 .P83 2001  
Medical Reference WZ 345 P976 2001  
Pardee Reference BF76.7 .P83 2001

RESEARCHING AND WRITING DISSERTATIONS IN HOSPITALITY AND TOURISM, by Mona Clark ... [et al.]. London: International Thomson Business Press, 1998.  
Mugar Reference X TX911.5 .R47 1998

SCIENCE AND TECHNICAL WRITING: A MANUAL OF STYLE, by Philip Rubens, general editor. 2<sup>nd</sup> ed. New York: Routledge, 2001.  
Sci/Eng T11 .S378 2001

SCIENTIFIC STYLE AND FORMAT: THE CBE MANUAL FOR AUTHORS, EDITORS, AND PUBLISHERS, by the Style Manual Committee, Council of Biology Editors. 6th ed. Cambridge; New York: Cambridge University Press, 1994.  
Sci/Eng Reference T11 .S386 1994

USING THE INTERNET, ONLINE SERVICES & CD-ROMS FOR WRITING RESEARCH AND TERM PAPERS, edited by Charles Harmon. 2<sup>nd</sup> ed. New York: Neal-Schuman Publishers, 2000.  
Mugar LB1047.3 .U75 2000

WRITING THE QUALITATIVE DISSERTATION: UNDERSTANDING BY DOING, by Judith M. Meloy. Mahwah, N.J.: L. Erlbaum Associates, 2002.  
Mugar LB2369 .M38 2002

BOSTON UNIVERSITY  
METROPOLITAN COLLEGE

Thesis

**THE TITLE OF THE MASTER'S THESIS  
IN CAPITAL LETTERS, BOLD,  
DOUBLE-SPACED AND CENTERED**

by

**YOUR NAME IN CAPITAL LETTERS, BOLD, AND CENTERED**

A.A., Fisher Junior College, 1975

A.B., Harvard University, 1977

Submitted in partial fulfillment of the  
requirements for the degree of  
Master of Arts  
20\_\_ (year degree conferred)

A copyright page may be inserted in a master's thesis, however, the student must arrange for registering the copyright.

© Copyright by  
NAME IN ALL CAPS  
20\_\_

Approved by

First Reader \_\_\_\_\_  
Name of First Reader, PhD\*  
Professor of .....\*

Second Reader \_\_\_\_\_  
Name of Second Reader, PhD\*  
Professor of .....\*

Third Reader \_\_\_\_\_  
Name of Third Reader, PhD\* (if applicable)  
Professor of .....\*

\*Please check the current edition of the *Metropolitan College Bulletin* for correct faculty title, e.g., Professor, Associate Professor, Assistant Professor. Also, check the correct abbreviation of the doctoral degree, e.g., PhD, EdD D.Phil., etc. It is advisable to confirm the title with each faculty member, since recent promotions may not be reflected in the *Bulletin*.

The faculty members who sign this approval page should be the same as those who signed the Thesis Proposal Form. If a change has occurred, the chairman of your department must notify the Metropolitan College Dean's Office that the department approves of this change.

A Roman numeral does not appear on this page, although the page is counted.  
The first page on which a number appears is the acknowledgment page.  
If no acknowledgments the first page on which a number would appear would be on the first page of the abstract.

**THE TITLE OF THE MASTER'S THESIS  
IN CAPITAL LETTERS, BOLD AND CENTERED**

**YOUR NAME IN CAPITAL LETTERS, BOLD AND CENTERED**

ABSTRACT

The body of the abstract begins here and is typed double spaced. A master's thesis abstract is limited to 250 words\*\*.