

# HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

## SCHOOL OF ARTS AND SCIENCES

### Guidelines for Preparation of the Master's Thesis

The following are general requirements for master's theses submitted within the School of Arts and Sciences. Candidates should check with their departments for information about any additional requirements specific to their degree programs.

#### CHOOSING THE THESIS TOPIC, SUBMITTING DRAFTS

The degree candidate should consult her/his graduate advisor for the requirements of the graduate program with regard to choosing the thesis topic and submitting the first and final drafts. The deadlines for the submission of drafts are determined by the graduate program.

#### GUIDE FOR PREPARING THE THESIS

Typewritten copy or computer-printed copy is acceptable. Computer printing should be letter quality. The type impressions must be clear and dark, and the appearance of the thesis must be neat throughout. The thesis must be printed on 8½" x 11" unpunched, white, rag-content bond paper that is 16 lb. minimum weight. "Erasable bond" or other coated papers are not acceptable. The Library recommends paper of archival quality (acid-free, alkaline pH, 100% cotton fiber).

The left margin of both text and illustrations must be a minimum of one and one-half inches to permit binding. The right-hand and top and bottom margins should be one inch. The text is to be double-spaced, except for quotations of more than four lines, which will be set apart (single-spaced and indented). Footnotes and bibliography will be single-spaced, with double spacing between notes and entries. Pages, including pages of illustrative material, bibliography, and appendices, are to be typed and numbered consecutively in Arabic numerals.

No ink insertions are allowed, except for diacritical marks not available on the printer or typewriter being used. Such insertions must be made in permanent black ink. Corrections may be made if the result is clean and clear. Striking over or crossing out an error is not permitted.

Illustrations, graphs, charts, and photographs must be mounted with a permanent adhesive on paper as described above. Tape, staples, or other fasteners are not acceptable. The graduate program should be consulted for its regulations about photocopied illustrations. If the insertion of oversized material cannot be avoided, such material should be folded from right to left, and the left side should allow one and one-half inches for binding

#### THESIS TITLE PAGE

The first page of the thesis shall bear the title of the thesis, the name of the candidate, the year of completion, the names and signatures of the thesis sponsor and second reader, and the following inscription (see attached sample):

Submitted in partial fulfillment  
of the requirements for the degree of  
Master of Arts  
Hunter College of the City University of New York

MULTIPLE COPIES OF THE THESIS

The graduate program may require a third copy of the thesis to be submitted in addition to the two copies that are presented to the Dean's Office (for binding and microfilming by the Library). Candidates should consult the graduate program about requirements for the third copy.

APPROVAL OF THESIS

The thesis should be read by two faculty readers (a sponsor and a second reader), and their approval should be certified by their signatures on the title page of the thesis (this page may be photocopied for the second copy). When the thesis has been approved by the thesis sponsor and the second reader, it is brought to the departmental graduate advisor. If the advisor is satisfied that the thesis has met departmental requirements, she/he signs the thesis approval form (attached), on which the student has typed the pertinent information.

DEADLINES

The graduate program will set its deadline for the final approval of the thesis. The deadline for the deposit of the approved thesis in the Office of the Dean of the School of Arts and Sciences (room 812 Hunter East) is three weeks prior to the date of graduation at which the degree is conferred.

BINDING FEE

The candidate must pay a binding fee of \$15.00 (for 2 copies) to the Bursar's Office (room 238 Hunter North) and obtain a receipt. For 3 copies, the charge is \$30.00; for 4, \$45.00; if the candidate wishes more than 4 copies, he or she should check with the Dean's Office, Arts and Sciences (E812).

DEPOSIT OF THESIS

Two signed, approved copies of the thesis are to be deposited in the Office of the Dean of the School of Arts and Sciences (room 812 Hunter East). The thesis copies should be submitted in envelopes or boxes giving the candidate's name, address, phone number, e-mail address, and program.

The following items must be presented to the Dean's Office:

- 1) two copies of signed thesis (identified as requested above);
- 2) typed thesis approval form, signed by the graduate advisor;
- 3) Bursar's receipt for thesis binding.

When the thesis has been accepted by the Dean of the School of Arts and Sciences, the thesis approval form will be signed and forwarded to the degree audit department of the Registrar's Office to certify the final approval of the thesis. A copy will be forwarded to the Department's Graduate Advisor. The Dean's Office will deposit the thesis in the Library.

*{Thesis Title}*

by

*{Student's Name}*

Submitted in partial fulfillment of the  
requirements for the degree of  
Master of Arts (History), Hunter College,  
The City University of New York

*{year}*

Thesis Sponsor:

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Date

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Signature  
*{Typed name of sponsor}*

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Date

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Signature of Second Reader  
*{Typed name of second reader}*

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**THESIS APPROVAL FORM**

Name: \_\_\_\_\_ S.S.# \_\_\_\_\_

Address **after** graduation: \_\_\_\_\_

Street and Apartment No.

City, State, Zip Code

E-Mail

Telephone

A candidate for the degree of Master of \_\_\_\_\_  
has satisfactorily completed a thesis\* entitled:

\_\_\_\_\_  
\_\_\_\_\_

This work has been approved by the Graduate Program in \_\_\_\_\_

\_\_\_\_\_

Graduate Advisor:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Accepted in fulfillment of the thesis requirement for \_\_\_\_\_  
Month/Year

Dean, School of Arts and Sciences:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
\*If the work submitted is not a thesis, please cross out "thesis" and substitute the appropriate equivalent.

N.B. Bring to the Office of the Dean of the School of Arts and Sciences, 812 East:

- (1) this form;
- (2) 2 copies of the approved thesis; and
- (3) Registrar's receipt for binding fee.

See "Guidelines for Preparation of the Master's Thesis" for further information.