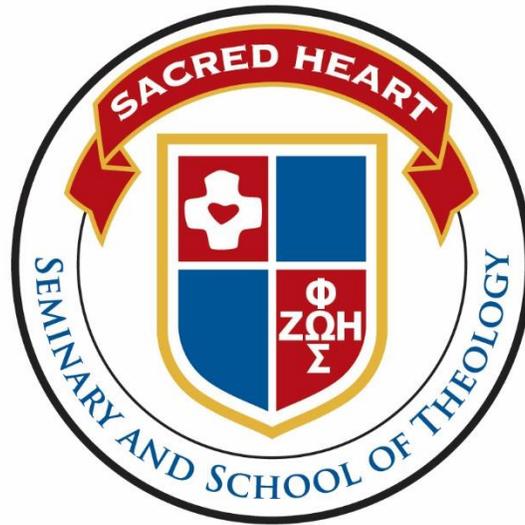


Sacred Heart Seminary and School of Theology



Format Manual for the Master of Arts Thesis

March 11, 2015



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## I. Introduction

The detailed description of the process of writing and submitting your thesis is found in the *Master of Arts Program Academic Policies & Procedures* (<http://webmail.shst.edu/intranet/MAHandbook.pdf>) on pp. 22-28.

This manual presents the official formatting and style requirements for the Master of Arts Thesis at Sacred Heart Seminary and School of Theology. The contents of this manual are based on Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8<sup>th</sup> ed. (Chicago: University of Chicago Press, 2013). Copies of *Turabian* are found in the library on the Writing Consultation Services Reserve shelf and in the office of the Writing Skills Associate. The bookstore has copies available for purchase.

This manual, though Turabian-based, contains some specific requirements not found in *Turabian*, or at variance from *Turabian*. Content is adapted from the University of St. Mary of the Lake (Mundelein) *Masters Degree Thesis Manual* (2014), accessed January 20, 2017. The Mundelein manual, in turn, is based on the Catholic University of America *Doctoral Dissertation Manual*, accessed January 20, 2017.

In preparing your thesis for submission, use only current edition of this Manual.

The Writing Skills Associate is available to answer questions concerning the structure, formatting, or style of your thesis.

## II. Elements of a thesis

A thesis is divided into front matter, the body of the text, and back matter. What follows is a detailed description of the contents of each of these parts of a thesis.

### A. Front matter

There are two types of front matter, required and optional. The front matter, although it has page numbers, is not included in the page count.

1. Required
  - a) **Title page.** For an example of the title page, see appendix
  - b) **Certification (signature) page.** This should be first page after the title and, if present, copyright notice page. See the sample in the appendix.
  - c) **Table of contents.** The table of contents should follow the Certification page.
2. Optional
  - a) **Copyright notice.** The copyright of your thesis belongs to you upon completion, whether you register it or not. You may register it with the U.S. Library of Congress Copyright office at [www.copyright.gov](http://www.copyright.gov). The copyright page is directly after Title page. See appendix for sample.
  - b) **Abstract.** An abstract is a brief, one-paragraph summary of the content of the thesis.
  - c) **Dedication.** See appendix for sample
  - d) **Epigraph.** An epigraph is a short quote that suggests the theme of your thesis. It should be properly annotated. See appendix for sample.
  - e) **Table of figures.**
  - f) **List of abbreviations.** The list of abbreviation may also be an appendix in the back matter.
  - g) **Preface.** A preface commonly contains acknowledgements and your motivation for writing the thesis.

### B. Body

The body typically contains an introduction and chapters.

1. Page counting begins with Arabic numerals on the first page of the body.

2. The introduction gives an overview of the contents and method of the thesis. The thesis, or claim of the paper will be stated in the introduction.
3. Titles of chapters are centered at the top of the first page of the chapter.
4. Each chapter begins on a new page.
5. For chapter numbers use Arabic numerals or spell out the number.
6. If the chapter has a title, put it on a separate line.
7. Citation. After consulting with your director, use either *Turabian* author/date style or footnote/bibliography style. If you are using author/date style, follow the *SHSST Style Manual*. For anything that is not in the SHSST Style Manual, refer to *Turabian*. For biblical citations follow the *SHSST Style Manual*.
8. Even if you are using author/date style, your paper may include editorial footnotes, as explained in the *SHSST Style Manual* and *Turabian*.
9. Illustrative material, such as drawings and photographs, should be on a separate, numbered page at a location as soon as possible after the illustration is mentioned in the text.

C. End matter

1. Required
  - a) **Reference List or Bibliography.** The Reference List can be divided into primary and secondary sources, as explained in *Turabian*.
2. Optional
  - a) **Appendices.** An appendix contains material relevant to the thesis, but not necessary for the argumentation of the thesis. For example, relevant texts that are not quoted in the paper.
  - b) **Glossary.** A glossary contains the definitions of key words in the thesis. They should be your own definitions, or, if taken from a source, properly cited.
  - c) **Addenda.** Any non-text item, such as a CD or DVD is included in the addenda. There are no page numbers, although they should appear in the table of contents.

- d) **Letter of permission.** If any material you use does not fall within the “fair use” criteria, you will need to get written permission from the publisher to include it in your thesis.<sup>1</sup> The letter from the publisher (without page number) should be inserted at the end of your thesis before the certification page. The Library Director can help you determine whether material you use falls within the “fair use” category.

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<sup>1</sup> See this page from the University of Michigan for a detailed explanation of fair use..  
<http://graduatestudies.cua.edu/res/docs/DissertationHandbook.pdf>.

### III. Formatting

#### A. Paper

1. The hard copies of the thesis should be printed out on standard 20 lb. printer paper.

#### B. Font

1. All text, including chapter headings, section headings and page numbers, 12 pt. Times New Roman. You may use bold and italics for section headings.
2. Footnotes, when used, are 10 pt. Times New Roman.
3. If you are having trouble generating special characters, consult with the Writing Skills Associate.

#### C. Margins

1. Left = 1.5 in. (for binding purposes). Right, top, and bottom = 1 in.

#### D. Paragraph

1. Left-justify all paragraphs.
2. Double space.
3. Indent first line of each paragraph using the <tab> key or the indent feature of your word processor.
4. No extra space between paragraphs.
5. Block quotes (quotations of four [4] lines or more) are single-spaced.
6. Print on one side of the paper.

#### E. Page numbering

1. Frontal matter, lower case roman numerals, centered, bottom of the page.
2. Body and back matter, consecutive Arabic numerals, top right corner.
3. First page of chapter, bottom of page.
4. No special characters or text in page numbering.
5. Illustrations have page numbers in the normal, portrait position, even if they have a landscape orientation.

#### F. Spelling

1. Do not depend on spell check. Read the thesis through carefully. Have someone else read it.

#### **IV. Submission**

The steps for submission are in the MA Handbook. The following steps will be followed after the defense.

1. After the defense, an electronic copy (in Word or PDF format) is submitted to the Director of the Library for approval of formatting and presentation elements.
2. The Director of the Library notifies you of acceptance or sends it back to you for corrections.
3. You are required to sign and submit a paper copy of the completed Thesis Availability Agreement form to the Library Director.
4. After making the corrections, submit a PDF version of your thesis to the Library Director. Unless the Library Director sees outstanding issues, he or she will send it to the registrar for signatures.
5. After receiving the signed signature pages, the Library Director will print and bind the thesis and catalog it for the Dehon Library collection.

**SACRED HEART SEMINARY AND SCHOOL OF THEOLOGY UNIVERSITY  
THESIS AVAILABILITY AGREEMENT**

By signing this agreement, the author grants to Sacred Heart Seminary and School of Theology (SHSST) the right to provide access to his/her thesis to interested individuals. SHSST retains the right to evaluate a request before providing access, and to restrict use or copying of the submission.

The author agrees that SHSST may keep more than one copy of the submission for purposes of security and preservation. The author also grants SHSST the right to convert the submission, without alteration of the content, to any medium or format for the purpose of preservation and/or continued distribution.

SHSST will take all reasonable steps to ensure that the author's name remains clearly associated with the submission and that no alterations of the content are made.

SHSST acknowledges that this is a non-exclusive agreement. Any copyrights in the submission remain with the author, and subsequent uses of the submitted material by the author are not restricted by this agreement. In the event of a dispute over the copyrights to material contained in this submission, the author agrees to indemnify and hold harmless SHSST and its employees or agents for the uses of the material authorized by this agreement.

- I accept the terms of this agreement.
- I do not accept the terms of this agreement.

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Author Signature

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Print name

---

Date

Appendix A. Sample of Title Page

Follow anything below the line. Anything in brackets is optional.

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SACRED HEART SEMINARY AND SCHOOL OF THEOLOGY

The Dogmatic Basis for  
Spiritual Doctrine of St. Therese of Lisieux

A thesis submitted to Sacred Heart Seminary and School of Theology

In partial fulfillment of the requirements

For the degree of

Master of Arts

By

[Reverend] Karl A. Farbarker

Hales Corners, Wisconsin

May, 2015

Appendix B. Sample of Copyright Page

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Appendix C. Sample of Certification Page

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## CERTIFICATION

This certifies that the thesis, “The Dogmatic Basis for the Spiritual Doctrine of St. Therese of Lisieux,” submitted to Sacred Heart Seminary and School of Theology, which is a record of research work conducted by Karl A. Farbarker, has been accepted in partial fulfillment of the requirements for the degree of Master of Arts in Theology.

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Dr. Steven Shippee, Ph.D.  
Thesis Director

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Rev. Javier Bustos, Ph.D.  
Second Reader

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Date

## Appendix D. Sample of Epigraph

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“If no one may escape from humanity, humanity whole  
and entire must die to itself in each of its members so as  
to live transfigure in God” (De Lubac 1947, 368)

Appendix E. Sample of Dedication

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To my loving wife and children